**SCHEV DIRECTOR**

WORKING-DRAFT POSITION DESCRIPTION (as shared with potential search firms):

Director, State Council of Higher Education for Virginia

The State Council of Higher Education for Virginia is seeking an experienced leader to be its next Director. The Director is responsible for striving to make Virginia the best state for postsecondary education and training. The Director will have the ability to bring together disparate groups and individuals to identify opportunities and address challenges facing higher education in Virginia. The Director will have a commitment to creating and maintaining a higher education environment that is [equitable, affordable and transformative](https://www.schev.edu/research-publications/strategic-plan).

Director is responsible for strategic planning and implementation of Virginia’s higher education goals and initiatives, including but not limited to systemwide budget coordination and fiscal oversight, including institutions’ enrollment projections and six-year operating plans, workforce development initiatives and oversight of accreditation-related activities.  These efforts are conducted in coordination with legislators, “Op Six” staff as well as college/university leadership.  The Director also is responsible for selection, development, and retention of qualified staff as well as ongoing succession planning.

Key Director responsibilities include meeting the [statutory requirements](https://law.lis.virginia.gov/vacode/title23.1/chapter2/section23.1-203/) of the position, which include leading a periodic statewide strategic planning process, and serving the interests of a 13-member coordinating board. Other responsibilities include the following:

1. Managing a 70-person agency based in Richmond, including personnel, budget, leadership, communication, professional development, succession planning, crisis management and program oversight.
2. Maintaining an exemplary relationship with Council, including communication, respect, synthesizing input, involving members in meaningful work and running a meeting.
3. Being effective with external audiences, including the governor and staff, legislative members and staff, college and university presidents and staff, representatives of the State Board of Education and K-12 education, labor and workforce organizations and special-interest advocacy interests.
4. Exhibiting leadership on state and national higher education issues, including framing issues for Council, Governor and legislative consideration; participating in national higher education organizations; and spreading the word through written, spoken and digital means.
5. Ensuring compliance with state government policies, requirements, and protocols.
6. Maintaining personal integrity, including honesty, professionalism, objectivity, and respect for others.

The Director leads programs and initiatives delegated specifically to the Council, including the Tuition Assistance Grant Program, the Innovative Internship Fund and Program, the Virginia Longitudinal Data System, the Gaining Early Awareness and Readiness for Undergraduate Programs grant and annual training for new members of college and university governing boards. The agency is responsible for certifying private and out-of-state postsecondary educational institutions.

By virtue of office, the Director serves on the boards of Virginia529, the Virginia College Building Authority, the Six-Year Capital Outlay Plan Advisory Committee, the Southern Virginia Higher Education Center, the Roanoke Higher Education Center, the Southwest Virginia Higher Education Center, and the Virginia Space Grant Authority. The Director is one of six statewide designated reviewers of the biennial public college and university six-year-planning process.

COMPENSATION PACKAGE DETAILS:

Salary Range (based on current 2023 legislation): $200k-$280k/year, with potential for incremental 5% bonus paid annually, at the discretion of the SCHEV board, based on successful achievement of goals.