

Position Description

VICE PRESIDENT FOR PROGRAMS AND PROFESSIONAL DEVELOPMENT Associated Colleges of the Midwest (ACM)

Date Revised: 4/7/2025

Position Overview: The Vice President for Programs and Professional Development (VPPPD) is a senior leader at the Associated Colleges of the Midwest (ACM), responsible for designing and implementing collaborative initiatives that strengthen ACM institutions and advance their shared commitment to excellence in liberal arts education. Reporting to the ACM President, the VPPPD works closely with the Board of Directors, the Advisory Board of Deans, and campus leaders to develop innovative programs that support student success, institutional effectiveness, and professional growth.

At its core, this role is about bringing people together—connecting faculty, staff, and administrators across campuses to learn from one another and share expertise to address shared challenges facing private liberal arts colleges. The VPPPD provides leadership in shaping ACM's diverse portfolio of faculty and staff development opportunities, grant-funded initiatives, and multi-campus projects, ensuring they remain responsive, relevant, and rooted in the needs of ACM institutions.

The VPPPD is also a bridge-builder beyond the consortium, cultivating partnerships with foundations, higher education organizations, and other stakeholders to expand opportunities for ACM institutions and secure external support for innovative initiatives. The VPPPD works closely with the ACM President to identify funding opportunities, steward relationships with funders, and sustain a strong culture of collaboration and shared purpose.

Success in this role requires a collegial and strategic leader who is:

- passionate about the power of collaboration in higher education,
- deeply attuned to the challenges and opportunities facing small residential colleges,
- a skilled meeting facilitator, and
- eager to foster connections that strengthen liberal arts education.

Well-qualified candidates will possess significant professional experience and demonstrate high levels of motivation, exceptional written and oral communication skills, the ability to balance multiple concurrent projects and meet deadlines, and the ability to use data in making decisions.

Key Responsibilities

Develop, Manage, and Communicate ACM Programs

- Collaborate with the President, Board of Directors, Advisory Board of Deans, member colleges, and consortium leaders to align ACM programming with the Board's vision.
- Support the President by leading and guiding various projects and initiatives.

- Develop and support leadership initiatives for faculty, staff, and administrators to advance within ACM institutions.
- Lead efforts to innovate teaching and learning across ACM institutions, including cross-campus collaborations and new pedagogical approaches.
- Monitor external topics, issues, and opportunities impacting ACM programs and member campuses.
- Review and revise ACM programs based on past success, areas for improvement, and emerging opportunities.
- Develop metrics to monitor program success and review performance with the President and Board of Directors.
- Deliver presentations on strategic initiatives, consortial activities, and professional development programs to various constituencies.

Build Relationships and Foster Engagement

- Build and sustain relationships with faculty, staff, and administrators at member colleges to align ACM initiatives with their needs.
- Develop strategic partnerships with civic, corporate, and nonprofit leaders to expand ACM's reach.
- Facilitate regular interaction among consortial groups (e.g., Advising and Student Success, Foundations Relations Directors).
- Communicate consistently with the President, Board of Directors, deans, and administrators.
- Engage with national higher education associations, philanthropic organizations, and peer consortia to elevate ACM's visibility.

Identify, Secure, and Manage External Support

- Identify external funding opportunities, write proposals, reports, RFP responses, and grant applications.
- Ensure efficient and effective use of project funds and submit programmatic and budget reports.
- Hire and supervise part-time grant consultants or program personnel as needed.
- Maintain grant files in accordance with ACM's document retention policy.

Manage Operations, Resources, and Personnel

- Manage administrative processes for new programs, including planning, budgeting, staffing, logistics, and evaluation.
- Monitor program budgets to ensure wise use of ACM resources.
- Hire, train, supervise, coach, and mentor staff, including direct reports and part-time consultants.
- Use technological tools and services for smooth organizational functioning.
- Demonstrate high levels of integrity and abide by all professional standards established within the non-profit sector.

Other duties may be assigned by the President.

Additional Information:

- This is a full-time, benefits-eligible exempt position.
- ACM requires an in-office presence in downtown Chicago, IL, at least eight days per month.
- This position requires travel to 14 ACM member campuses and other locations as needed (approximately 10% of time).
- Occasional evening and weekend work and travel will be expected.
- All employees will undergo a criminal background check as a condition of hire
- Applicants must be legally authorized to work in the United States. ACM does not permit a primary work location in the following states: AK, CA, CO, HI, PA, NJ, NY, any U.S. territories, or locations outside of the United States.