



Lehigh Valley Association of Independent Colleges
Executive Director

Lehigh Valley Association of Independent Colleges [LVAIC], consisting of Cedar Crest College, DeSales University, Lafayette College, Lehigh University, Moravian College and Muhlenberg College, founded in 1969 to facilitate collaborations among the six private colleges of the Lehigh Valley of Pennsylvania invites nominations and applications for the position of Executive Director. In recent years, LVAIC has facilitated new academic collaborations, expanded shared administrative/business opportunities, and initiated cross college sustainability planning. Currently, LVAIC is the second year of strategic planning.

The LVAIC Executive Director will lead the strategic planning to successful completion, and foster new collaborative opportunities across a range of academic, administrative and student-focused programs and projects. The Executive Director works closely with presidents of each college and is a member of the LVAIC Board of Directors, comprised of the presidents of each member institution. The newly formed Coordinating Council, comprised of senior leadership of each member institution and the LVAIC Executive Director, will be a resource for implementation of the strategic plan, and new cross-campus initiatives and collaborations. Additionally, s/he works with LVAIC senior administrators, faculty, staff, and students to support ongoing collaborations as well as seek new opportunities.

The Executive Director will have experience in higher education or non-profit administration; be knowledgeable of the structure, workings, and constraints facing private higher education; possess an advanced graduate degree, preferably a doctorate, and have experience in securing external funding. The successful candidate will have a commitment to higher education, and possess managerial, budgetary and supervisory skills. The position requires an entrepreneurial spirit, ability to balance multiple priorities, a sense of humor, and interpersonal skills essential to successful collaboration. Experience with consortial activities is a plus.

For a complete position description please visit www.lvaic.org or www.moravian.edu/hr; for more information about LVAIC please visit www.lvaic.org.

For best consideration, please submit a letter that addresses the position requirements; the names and email addresses of three references by December 9, 2011 to

Mr. Jon Conrad, Chief Human Resource Officer
LVAIC Executive Director Search
Moravian College, 1200 Main Street, Bethlehem, PA 18018.

Candidates are encouraged to email their qualifications electronically. All application materials are to be combined into one document and submitted as a PDF file (preferred) or MS Word Document to: jobs@moravian.edu, include '**LVAIC Executive Director**' in the subject line. Questions about the position may be directed to 610/861-1459.