

Position Announcement Conflict Resolution: Institute Director

Bethel College, North Newton, Kansas, invites applications for the position of **Institute Director for The Kansas Institute for Peace and Conflict Resolution (KIPCOR)**, an institute at the college. KIPCOR, which was established in 1985 and is one of the oldest peace and conflict resolution institutes in the United States, focuses primarily on the process of developing and implementing constructive responses to conflict.

This is a full-time position with benefits. The starting time for this position will be negotiated with the successful applicant, with a target date of July 1, 2017.

Position Summary: The KIPCOR Director is responsible for the overall administration of the Institute, reporting to the Bethel College Vice President for Academic Affairs and the KIPCOR advisory board of directors. This includes managing a small KIPCOR staff and staff relations with Bethel College, participating in KIPCOR training and interventions, interpreting KIPCOR work to donors and the general public, and managing/raising KIPCOR operating funds. KIPCOR is a part of Bethel College, and the Director should be willing to support the mission and values of the college.

The successful applicant must be comfortable working with and advocating for an organization that focuses on peace, social justice, and conflict resolution within a higher education setting. Additional information about KIPCOR may be found at www.kipcor.org.

Essential Functions: Specific responsibilities for the KIPCOR Director include:

- Serve as the primary liaison with Bethel College administration and the KIPCOR advisory board of directors.
- Implement strategic planning and other directives of the KIPCOR advisory board of directors.
- Manage and work collaboratively with KIPCOR staff in the assignment of institute work.
- Serve as the primary interpreter of KIPCOR work to the general public and supporters.
- Be primarily responsible for raising operating and endowment funds, both from grants and from individual/corporate donors.
- Manage KIPCOR's budget.
- Participate regularly in KIPCOR training and conflict intervention work.

Minimum Qualifications:

- A minimum of a master's degree in conflict transformation or a related field, or a law degree.
- Significant specialized training in conflict resolution, conflict transformation, or other alternative dispute resolution processes.
- Experience as a mediator and/or as a group facilitator (may be partially substituted by other experience or education).
- In-depth understanding how various uses of electronic and social media can be used to communicate with constituents and supporters and also used to interpret and market services and programs that can be implemented in a small non-profit.
- Direct, successful experience in grant writing and fundraising.

Preferred Qualifications:

- Direct experience working as a third-party intervener in conflict management/ resolution/transformation situations, or as a process designer/facilitator in large group or public conflict or dialogue situations.
- Experience teaching at the secondary, collegiate, or adult education level.
- Have in place an existing network with other mediators and facilitators, church and organizational leadership, and business and governmental personnel.
- Familiarity with the academic and practice field of conflict transformation and policy dialogue.
- Experience and comfort in working with persons from a wide range of educational, cultural, and socio-economic backgrounds.
- Experience working in a non-profit setting.
- Meet Bethel College qualifications for teaching graduate courses.

Skills Required:

- Excellent "people skills" within the office that both generate collaboration with staff and encourage mutual respect with staff and with volunteers.
- Excellent public presentation skills – both oral and written.
- Excellent organizational skills, including the ability to work under pressure and juggle multiple – and sometimes competing – tasks.
- Cultural competency with a commitment to diversity, inclusion and anti-oppression.
- Excellent listener, with the ability to incorporate other ideas into planning and programming.
- Ability to interpret KIPCOR work effectively to raise funds, both from grants and from other donors.
- Basic budget planning and management.
- Ability to work both independently and collaboratively in an office environment.
- Efficient use of Microsoft Office software.

Work Environment and Conditions:

- Minimal lifting, reaching and carrying.
- Frequent trips up and down stairs.
- Ability to function in a standard office setting in which offices are close, and in which there is significant interaction with others in the office.

To Apply:

- Submit an application letter (with email and phone contact information) stating why you are interested in this position and why you think you may be a good fit for KIPCOR. Include with the application letter:
 - Your resume (including work history).
 - The name, position, e-mail address, and phone number for three references who have direct knowledge of your experience, expertise, work style, and habits, and/or character.
 - A writing sample.
 - If you have evaluations of any workshops you have presented or courses you have taught, please include a summary of those.
- Applications should be sent electronically to Dr. Robert Milliman at rmilliman@bethelks.edu. If you cannot send the application material electronically, it can be mailed to Dr. Robert Milliman, Vice President for Academic Affairs, Bethel College, 300 East 27th Street, North Newton, KS 67117.

Review of applicants will begin April 24, 2017 and will continue until the position is filled.

KIPCOR is part of Bethel College, a four-year, private, primarily residential, liberal arts college located 25 miles north of Wichita, Kansas. It is affiliated with Mennonite Church USA. More information about Bethel College may be found at www.bethelks.edu. Bethel is an equal opportunity, affirmative action employer.

April 1, 2017