

Position Announcement
(May 5, 2025)

DIRECTOR, INSTITUTION & SYSTEM PROGRAMS

Reports to David Bass, Vice President of Program Strategy & Development

***Pay Grade: 7 / Job Level: Leader 2**

Grade Minimum (\$124,000) Grade Midpoint (\$155,000) Grade Maximum (\$186,000)

**Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Director, Institution & System Programs.

The Scope

The Director, Institution & System Programs (DISP) is responsible for the development and execution of AGB's conferences, institutes, and online events for board members, presidents, and other senior administrators of colleges, universities, and systems. Working, with the Vice President Program Strategy and Development and the Senior Vice President & Content and Programs Officer, the Director plays a critical role in all aspects of program design, development, and execution. The role offers a unique opportunity to work with U.S. higher education leaders at the highest levels, helping to prepare college and university, and governing boards to fulfill their fiduciary duties and exemplify the highest ideals of trusteeship.

The DISP works as part of a team and in close collaboration with other departments to ensure successful development and delivery of best-in-class programs, including AGB's National Conference on Trusteeship, Board Professionals Conference, and Institutes for college and university board chairs and chief executives. The Director also helps to develop new opportunities for member engagement and learning aligned with AGB's strategic priorities and in response to emerging and evolving issues of concern to higher education leaders.

The incumbent monitors trends in higher education and governance and engages with AGB members (board members, college presidents, other senior administrators) and other thought leaders in higher education to inform AGB programs and resources for college and university boards and leaders.

The Duties

(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).

1. Oversee the development and execution of AGB's National Conference on Trusteeship with responsibility for overall program planning, engagement of volunteers, content design and development, budget management, collaborative development of program marketing communications, and supervision of program staff.
2. Work in partnership with AGB's Board Professionals Leadership Group to develop and execute AGB's Board Professionals Conference and online programs for Board Professionals.
3. Support the planning of AGB's two annual Institutes for Board Chairs and Chief Executives of Private Institutions and the Institute for Board Chairs and Chief Executives of Public Institutions.
4. Support the work of AGB's Council of Board Chairs and Council of Presidents.
5. Oversee the development and execution of virtual events including webinars, online seminars, and peer-group and networking opportunities for college, university, and system boards and executive staff.
6. Collaborate with AGB industry partners and sponsors to develop and deliver educational resources for and engagement opportunities with AGB members.
7. Work in close collaboration with the Member Solutions Content, Marketing and Communications teams to ensure strategic alignment across the organization.
8. Serve as a thought leader on higher education board governance and help to identify develop new resources and programing for AGB members achieve excellence in board governance.

The Requirements

- Bachelor's degree from an accredited college or university. Master's or other graduate or professional degree preferred.
- Knowledge of higher education with particular emphasis on governance acquired through five or more years' professional experience with institutions of higher education or in the larger higher ed sector.
- Excellent project management skills. Conference and other program planning experience preferred.
- Experience interacting with college and university presidents, executive leaders, and governing board members preferred.

- Strong verbal and written communication skills.
- Strong interpersonal skills and a collegial and collaborative approach to work.
- An entrepreneurial spirit matched by a practical talent for turning ideas into successful projects.
- Travel with advance notice required.

The Organization

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at AGB.org.

AGB is a hybrid workplace. Employees are expected to spend a minimum of two (2) days per week in our headquarter office in downtown Washington D.C. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

Equal Opportunity Employer

AGB is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act (ADA), the following is provided: The position involves skill in using a computer and/or laptop; oral and written communication skills; skills in proofreading and editing; use of clear and articulate speech; interpersonal relations skills; reasoning and problem solving skills; ability to work in a fast-paced environment; ability to sit for long periods, stoop, bend, reach and carry light materials (up to 10 lbs.); and ability to travel by various methods of transportation (e.g., airplane, car).

AGB and AGB Search employees who meet the qualifications outlined above are encouraged to apply. AGB and AGB Search employees are required to inform your current manager of your intention to apply. Submit a cover letter and resume to HR.

Referrals are welcome and will receive priority consideration. Please advise colleagues in your professional network to send their application materials (resume and cover letter including your name) to:

Larry L. Robertson
SVP, Chief People Officer
LRobertson@agb.org