



## **Associate Dean & Director of Cooperative Extension and Outreach**

The University of Delaware seeks nominations and applications for the position of Associate Dean & Director of Cooperative Extension and Outreach in the College of Agriculture and Natural Resources (CANR).

The Associate Dean & Director of Extension serves as the chief administrative officer for Cooperative Extension and supports and implements the land-grant mission of The University of Delaware. The individual is responsible for the leadership and statewide coordination of programs in Sustainable Production Systems in plant and animal agriculture, Environmental Stewardship to best respond to a changing climate and protect Delaware's natural resources, Health and Well-being to support health, wellness, and food safety and availability in the community, 4-H and Youth Development, Community and Economic Development, and aspects within these areas for the citizens of Delaware and other stakeholders. The Associate Dean & Director of Extension reports to the Dean of the College of Agriculture and Natural Resources and is a member of the Dean's Administrative Leadership Team within the College composed of the Dean, Associate Deans, Assistant Deans, and Department Chairs.

### **Duties and Responsibilities of the Position**

- Provide overall administrative, organizational, and programmatic leadership for the University's outreach efforts through Cooperative Extension.
- Provide leadership for all Extension programs and personnel. Identify staffing needs at both the field and faculty levels, provide input for hiring, and manage funding in support of personnel staffing. Provide input to University departments regarding faculty positions and performance.
- Manage personnel and operating expenses related to federal Smith-Lever funds, state funds, and local funding as well as grants, contracts, and gifts.
- Facilitate communication of Extension programs with University faculty, staff, and administration.
- Hold a secondary faculty appointment in one of the academic departments in CANR according to specific area of expertise.
- Establish key relationships with existing and new organizations internal and external to the University.
  - Internal relationships include campus and non-campus-based faculty and staff as well as academic units in CANR and the other University of Delaware academic colleges for research, teaching, and extension opportunities, the CANR Advisory Board, the Council for Outreach and Engagement, and the Delaware 4-H Development Foundation. The candidate should foster knowledge of Extension programming at the Vice President, Provost, and President levels and provide leadership to University Outreach and Engagement Initiative efforts to sustain Carnegie Outreach and Engagement certification and opportunities to collaborate within the University of Delaware.
  - External relationships include other educational institutions and external partners related to each of the programmatic areas. These relationships will include multi-state efforts, the Delaware Council of Farm Organizations, the Northeast Extension Directors Association, the Extension Committee on Organization and Policy (ECOP) advisory councils, stakeholder groups, commodity groups, youth serving organizations, and non-profit organizations.
- Provide leadership for National Institute of Food and Agriculture (NIFA) program planning and

reporting on a yearly basis in conjunction with Delaware State University. Conduct statewide needs assessment and a statewide plan of work for Extension and research on a 5-year basis. Routinely work with Deans and academic departments for integration of research and extension efforts.

- Pursue additional funding opportunities to sustain and expand the programmatic efforts of University of Delaware Cooperative Extension. Coordinate efforts of business manager, grant and contracts manager, and CANR fiscal manager.
- In conjunction with the Development Office, devise a strategy for short- and long-term gifts. Manage existing development funds and create new accounts. Maintain relationships with existing partners and build new partnerships with potential funders and donors.
- Broadly understand public policy in the state and Mid-Atlantic region. Develop relationships with legislative and governmental leaders at the state and national levels and provide routine communications related to programmatic impact as well as funding needs.
- Enhance grant funding revenue and resources. Coordinate with the CANR grants manager related to personnel and processes to support grant award opportunities and pre-award functions as well as post award activities related to grants and contracts.
- Partner with CANR Communications and Extension communicator positions on a routine basis to enhance the written and online presence of Cooperative Extension.
- Ensure that Cooperative Extension is actively engaged with communities, businesses, and agricultural industry in accordance with all pertinent civil rights guidelines and provide documentation of these efforts in addition to diversity, equity, and inclusion training and implementation efforts.
- In conjunction with the CANR Dean and Associate Deans, coordinate Extension efforts related to the CANR Master Plan and the University President's Strategic Priorities and duties in the Associate Dean role as assigned by the Dean.

### **Qualifications**

- A doctorate degree in agriculture or an agriculture-related field such as natural resources, animal science, plant science, food science, applied or agricultural economics, extension education, community development, human development and family sciences, or education administration.
- Demonstrated programmatic work and leadership experience in the Extension Service or at a land-grant institution equivalent to the rank of Professor.
- Demonstrated knowledge of Extension Service contemporary issues and trends in agriculture.
- A minimum of 5 years of experience supervising and evaluating employees and teams, with preference given to candidates with experience managing faculty and staff in higher education conducting teaching, research, and service in the agricultural sciences.
- Experience managing complex budgets and hiring plans.
- Ability to prioritize needs, develop goals and objectives, and advocate for the organization.
- Ability to communicate a clear vision, develop strategic plans, and create and implement effective Extension Service programs.
- Evidence of sound judgment and decision-making.
- Strong interpersonal skills that foster collaboration, interdisciplinary teamwork, welcome expression of diverse perspectives, and maintain a workplace of civility and respect.
- Skills in conflict resolution and consensus-building.
- Ability to work with diverse populations and teams.

## **Salary**

The University of Delaware provides an excellent benefits package and competitive salary that is commensurate with experience and job qualifications.

## **How to Apply**

Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Greenwood Asher & Associates. Application materials should include:

- A letter of interest addressing how the candidate's experiences match the duties, responsibilities, and qualifications of the position;
- A current résumé or curriculum vitae; and
- The name, title, institution, and contact information of three professional references.

For best consideration, applications should be submitted by **April 22<sup>nd</sup>, 2024**. We strongly encourage submitting application materials as PDF attachments. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct confidential inquiries, nominations, and application materials to:

**Jeremy Duff, Vice President of Executive Search,**

Greenwood Asher & Associates

E-mail: [jeremyduff@greenwoodsearch.com](mailto:jeremyduff@greenwoodsearch.com)

**Lois Stetson, Senior Executive Search Consultant,**

Greenwood Asher & Associates

E-mail: [loisstetson@greenwoodsearch.com](mailto:loisstetson@greenwoodsearch.com)

For more information about the University of Delaware, please visit [www.udel.edu](http://www.udel.edu).

*The University of Delaware is an Equal Opportunity Employer which encourages applications from under-represented minorities and women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>. Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude a candidate from employment. Candidates must be legally authorized to work in the United States upon hire.*