



SWS Executive Director Job Ad

ORGANIZATION NAME: Sociologists for Women in Society (SWS)

TITLE OF POSITION: Executive Director

POSITION TYPE: Full time REMOTE. 40 hours per week on average. Domestic travel is required 2-4 times per year.

DEADLINE TO APPLY: For full consideration, candidate materials should be received by 5 PM Pacific Standard Time on April 15, 2026. Position will remain open until filled.

PAY RANGE: \$95K-\$115K; salary commensurate with skills, qualifications and experience. Eligible for supplemental salary upon securing external grants.

BENEFITS: Health benefits allowance, 401k, negotiated home office equipment & supplies reimbursement and/or membership to coworking space, paid federal holidays and end of year closure (Dec 26 - Dec 31) plus an additional 18 days of personal time off (PTO).

SCHEDULE: Typically Monday - Friday, 8am-5pm (depending on employee's time zone) with occasional weekends and evenings.

REPORTS TO: SWS Council with regular coordination and oversight designated to the SWS President and Treasurer.

START DATE: Immediately; preferably no later than June 15, 2026.

DURATION OF POSITION: 3-year contract renewable upon positive annual performance reviews.

ORGANIZATION OVERVIEW: SWS is a non-profit professional association of feminist sociologists based in the United States.

POSITION OVERVIEW: The SWS Executive Director (ED) provides collaborative feminist leadership for a diverse non-profit professional association of sociologists. The ED is an accomplished non-profit and/or higher education leader with a deep commitment to feminism and social justice. They are an agile leader who anticipates needs, recognizes opportunities, and foresees challenges.

The ED occupies a central role in a shared governance leadership model. They cultivate and sustain supportive and collaborative relationships with diverse groups of internal and external

stakeholders to develop strategic partnerships, create and deliver programming, and provide fiscal oversight and leadership in tandem with association commitments to justice, equity, diversity, and inclusion. The work requires creative problem-solving, exemplary interpersonal and strategic communication skills, and an aptitude for developing revenue streams that support association goals.

The ED supervises and mentors a small remote Executive Office team that includes an Executive Assistant. The ED also coordinates the work of several professional services consultants (e.g., accounting, financial planning, legal). Significantly, the Executive Director routinely collaborates with more than 40 volunteer leaders including the SWS Council (a.k.a. Board of Directors), Committee Chairs, Group Directors, and other Member-leaders. Familiarity with the academic and applied work settings of members is essential to this work.

[Review SWS Organizational Profile](#) on our website.

CORE AREA RESPONSIBILITIES

SWS member engagement is not peripheral to SWS – it is central to our identity and overall professional impact. While much SWS work is accomplished through the substantial volunteer labor of our members, the SWS ED anticipates, schedules, coordinates, and monitors all association activities. They leverage shared governance structures to maintain seamless and consistent processes across all areas of operations and programming.

The Executive Director guides SWS to align association programs and activities with budget realities to ensure long-term sustainability and vitality. By reinforcing SWS's commitment to equity and inclusion, the Executive Director can ensure that SWS remains a beacon of light and support for feminist sociologists worldwide. This includes coordinating and supporting inclusive programming for members, proposing activities and initiatives that advance our purpose, and navigating professional challenges with courage and clarity.

The Executive Director offers bold, forward-thinking ideas, and vision for change that will strengthen SWS's position as a dynamic and vibrant association for all its members. They lead a transparent, collaborative process to set priorities with SWS Council and Committees, communicate openly with volunteer leadership, and foster trust with membership.

(50%) Strategic Planning & Executive Leadership

- Lead annual collaborative processes with SWS leadership to plan and set priorities. Develop a mid/long-term strategic vision and plan for the association in consultation and collaboration with SWS Council.
- Identify, cultivate, and sustain relationships with external professional organizations or associations, non-governmental organizations (NGOs), and government entities to expand SWS's reach and network.
- Provide comprehensive fiscal management oversight. Lead long-term planning in collaboration with financial consultants and the SWS Investment Group to ensure

adequate financing for current operating needs and long-term fiscal health. Ensure budget decisions and resource-use align with strategic priorities and association purpose and values.

- Actively develop, grow, and manage new revenue streams through strategic partnerships, fundraising appeals, donations, grant writing, and fee-based programming to increase revenue from non-members (e.g., training, online courses).
- Propose programs and initiatives that advance SWS's purpose.
- Foster a supportive, collaborative, and respectful environment for staff and members that adheres to the SWS Code of Ethics.
- Navigate professional challenges with courage and clarity.

(25%) Operations, Procedures, Financial Management, & Communications

Operations, Supervision, and Workflow

- Manage the daily operations of SWS.
- Supervise the Executive Assistant in their work on SWS regular operations tasks and longer term projects.
- Coordinate and oversee the services of professional consultants.
- Provide direction, mentor, and support the professional development of the Executive Assistant.
- Maintain and manage workflows and regularly assess and adapt operational infrastructure (e.g., policies, procedures, and processes) to ensure effective and efficient non-profit operations that leverage technological developments and human resources. Regularly update operations manual documentation.

Procedures, Compliance, and Digital Security

- Develop and maintain comprehensive knowledge of SWS Bylaws, policies, procedures and processes.
- Maintain a well-organized and secure system of digital records that preserves privacy and confidentiality, including a process for retaining/discarding digital and physical office files
- Establish and implement a system to properly identify, organize, and retain records and artifacts of SWS programs and events for archival transfer to the Schlesinger Library at Harvard University.
- Ensure compliance to organization financial policies, IRS requirements, grant funders, and standard accounting practices.

Financial Processes and Oversight

- Regularly monitor operating revenue and expenditures, ensure timely payment of SWS bills.
- Develop annual operating budget in consultation with Operating Budget Management Subgroup.
- Ensure transparent financial management in collaboration with the SWS Finance Group through regular member communications.

Communication

- Produce and/or oversee detailed and well-crafted association communications that support an inclusive professional organization identity (e.g., email, website, and social media).
- Initiate and oversee timely website and Member Portal design and updates.

(25%) Volunteer Leadership Development and Programming Support

Leadership transition and development

- Coordinate all aspects of the annual nominations, appointments, and elections process for elected and appointed volunteer leadership positions with the support of the SWS Secretary/Archivist (fall).
- Collaborate with executive leadership to plan annual volunteer leadership transitions and onboard new leadership.
- Identify and pursue professional development opportunities for volunteer leaders, especially in conjunction with the multi-day Summer Leadership Retreat attended by all new and continuing volunteer leaders

Annual Conference and Leadership Retreat

- Negotiate and finalize contracts with annual conference and leadership retreat sites.
- Work with the Vice President, Program Planning Committee, and the Executive Assistant on all elements of annual conference planning (typically held in January or February at a rotating site).
- Develop, design, and oversee the creation of the Winter Conference program and other communication, promotional, and informational materials as needed, including on an app and dedicated website.
- Collaborate with SWS Council to develop the summer leadership retreat agenda and communication.

Committee Programming and Initiatives (year-round, in-person and virtual)

- Collaborate with SWS Committees to develop year-round, inclusive programming (virtual and in-person).
 - Ensure programs and initiatives align with SWS values and purpose and achieve their intent.
 - Serve as the primary point of contact for the Association's journal (Gender & Society) editorial team and the publisher (Sage) and support the SWS Publications Committee.
 - Oversee the preparation of applicant files for SWS awards in collaboration with the SWS Awards Director, facilitate review by committees of rotating SWS members, and administer award benefits. Annually review the SWS Awards cycle and review process, propose and implement improvements.
 - Oversee administrative support for the Global Feminist Partner Program and The Natalie Allon Discrimination Defense Fund.
 - [Review SWS Organizational Profile](#) on our website for more information.
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PROFESSIONAL QUALIFICATIONS

Minimum Qualifications:

- Appreciation for the mission and responsibilities of SWS and a demonstrated commitment to equity, inclusion, and social justice.
- Master's Degree in related field.
- Non-profit and/or academic administrative leadership experience (e.g., non-profit executive officer or director, higher education department chair, center director, and/or senior administrator).
- Demonstrated competence exercising independent judgement, executive-level decision-making, exercising discretion, and maintaining confidentiality.
- Strong understanding of budgeting and financial oversight and potential for fundraising and securing grant funding.
- Effective oral and written communication skills with excellent attention to detail in producing a range of documents including professional email correspondence, organizational memos, and public-facing materials.
- Experience creating, implementing, and publicizing large- and small-scale events and programs, virtually and/or in-person.
- Demonstrated ability to independently hold and prioritize multiple tasks and adapt to changing priorities.
- Evidence of success working with a variety of diverse populations (e.g., students, faculty, and applied practitioners).
- Ability to effectively collaborate with an active and engaged leadership team, practicing shared responsibility and collective problem-solving.
- Proficiency with technology and digital tools (e.g., Google Workspace, Zoom, member management software).

Preferred Qualifications

- Advanced degree in related field (e.g. J.D. or Ph.D.).
- Demonstrated experience supervising remote staff.
- Demonstrated success in fundraising and securing external grant support.

SPECIAL CONDITIONS OF EMPLOYMENT

- US domestic travel both inside and outside of normal business hours
- Successful background check.
- Must be eligible to work in the United States.

EOE STATEMENT

Sociologists for Women in Society is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

SWS recognizes that individuals who identify with structurally marginalized groups often hesitate to apply unless they meet every qualification. If this role excites you and you believe you can make a strong contribution, we encourage you to apply.

HOW TO APPLY FOR THE POSITION

Please prepare a single PDF that includes 1) a cover letter that considers required areas of responsibility and narrates evidence of competencies in each area; 2) a resume; and 3) contact information for three (3) professional references (name, email, phone #).

Submit the PDF via <[this online submissions form](#)>.

For full consideration, candidate materials must be received by 5pm PST on April 15, 2026. Position will remain open until filled.

QUESTIONS REGARDING THE POSITION OR APPLICATION PROCESS:

Email the SWS Hiring Committee at sws.edsearch@gmail.com.

For information on Sociologists for Women in Society, please visit our website at sws.membercicks.net.