



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF STRATEGIC INITIATIVES AND PLANNING

An Academic Supervisory Position (Exempt Status)

Grade 192 E

A. General Statement

Responsible to the Vice President of Planning, Research, and Institutional Effectiveness (PRIE), and under the general direction of the Vice Chancellor of Educational Services and Planning, the Director of Strategic Initiatives and Planning is a full-time 12-month position responsible for managing initiatives, partnerships, and grant development efforts that support the implementation of the District Strategic Plan. This position is expected to manage the office, both its staffing and budgets; identify opportunities, including funding sources, and to support the development and sustainability of District and college programs. The Director develops projects and grant proposals; identifies and interprets policies; develops procedures; engages in technical writing; and maintains effective collaboration with District and college leadership, external partners and various internal and external stakeholders.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related to, or a logical assignment to this classification.

1. Plan, direct, organize, and manage the administration of high quality initiatives and partnerships that support the District's Strategic Plan and further student success.
2. Develop proposals and solicit grants from external funding sources; work with the District and colleges to apply for public and private grants to support districtwide efforts; administer grant funding.
3. Monitor Districtwide grant projects, including – but not limited to – the submission of required reports as necessary in accordance with grant contract terms and agency requirements, federal, state, and District, policies and regulations. Analyze, plan and implement systems to support efficient and effective management of grant funds and grant funded activities.
4. Work with the Director of Districtwide Research and the colleges to design and implement program evaluation processes and procedures to assess effectiveness of strategic initiatives related to external funding sources.
5. Work with the Director of Districtwide Research and the colleges to evaluate outcomes of strategic initiatives aligned with the metrics of the District Strategic Plan.

6. Maintain operational, financial, and related records required by granting agencies and prepare reports for grant funded projects as required.
7. Perform duties in conformance with applicable rules, regulations, policies and procedures.
8. Train, motivate, and oversee the work of staff, student assistants, and contract employees.
9. Direct, coordinate, and participate in short-range and long-range planning; conduct research and surveys to determine current effectiveness and future needs; prepare related reports and plans and share with the District and college community.
10. In collaboration with District and college leads, liaise with business organizations, governmental agencies, community and regional groups, other community colleges, and four-year colleges and universities.
11. Participate in a variety of committee and staff meetings in support of economic development programs and activities; participate in other related committee assignments as required, both on and off campus.
12. Perform related duties as required or assigned.

C. Requirements

1. Possession of a bachelor's degree from an accredited institution preferably in Business, Public Administration, or a related discipline. Master's degree is preferred.
2. Three years of increasingly responsible experience in public administration, policy analysis or related programs, which include grant writing, budget development and management.
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

D. Desirable Skills & Abilities

1. Knowledge of higher education policies, procedures, and practices.
2. Knowledge of and experience in strategic initiative and partnership development and management.
3. Skill in preparing clear, concise, and comprehensive and technical written and oral reports.
4. Ability to learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
5. Demonstrated skills in successful interpersonal communication and leadership.
6. Proficiency in the use of a variety of computer software to format, compose and prepare statistical, financial and narrative reports, presentations and other written materials.
7. Understanding of and commitment to the role and purpose of the community college district.
8. Successful experience in writing and securing grants (public and private).
9. Knowledge of basic research and planning methods.
10. Experience in training, supervising, directing, and evaluating the work of others.
11. Quality collaborator with a superior work ethic and good sense of humor.