



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# EXECUTIVE DIRECTOR, EQUITY INSTITUTE

An Academic Supervisory Position (Exempt Status)  
Grade 197E

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### ***A. Who We Are***

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's ["Students First" Strategic Plan](#) is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

### ***B. The College and the District***

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Skyline College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [Skyline College's Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

### ***C. Who We Want***

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to excellence and success.

### ***D. The Position***

Under the general direction of the President, the Executive Director – Equity Institute will be responsible for providing leadership, strategic direction, overall coordination, and resource management of a comprehensive institute dedicated to professional and resource development to change structures of power and privilege and achieve equity, diversity, inclusion, and social justice. The Executive Director will lead a revenue generating enterprise that meets internal and external

community demand for equity training and development in a self-sustaining manner. The Executive Director is part of a team of educational leaders who understand the principles of excellence in management, practices of visionary leadership, and who are committed to innovative approaches to equity and social justice, and will be located at Skyline College. As a member of the college leadership team, the Executive Director is held to the [Leadership Standards of Excellence](#).

### ***E. 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, or a logical assignment to this classification.

1. Develops the strategic vision, mission and goals for the Equity Institute (EI)
2. Cultivates a broad base of knowledgeable partners for the EI to include District faculty, staff, administrators, and students who can work toward achieving the Institute goals
3. Develops and negotiates partnerships with other educational institutions, corporations, and community organizations
4. Develops resources sufficient to ensure the financial health of the Equity Institute
5. Submits proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization
6. Oversees the fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the Equity Institute in a positive financial position
7. Oversees and leads fundraising and development of other resources necessary to support the mission of the Equity Institute
8. Collaborates with the division of Student Equity and Support Programs to ensure campus wide programming efforts related to developing cultural fluency and an inclusive campus
9. Provides leadership regarding topics including, but not limited to, strategic planning, outreach, resource management, business practices, and continuous improvement assessment of the Equity Institute's operations
10. Identifies appropriate external resources to build capacity in the developing and sustaining of the EI
11. Initiates the development of EI professional development experiences
12. Establishes the research agenda and oversees publication of EI research and findings
13. Serves as official representative of the EI to the college, community, partners, and participants
14. Prepares strategic plan with short and long-range fundraising goals and strategies in support of the EI; develops and implements fundraising goals
15. Provides regular report to the President's Cabinet on the status of the fundraising efforts
16. Prepares and analyzes reports relative to the financial and operating performance of auxiliary operations
17. Maintains fiscal oversight for the budget and expenditures of the EI
18. Hires, supervises, directs, and evaluates the performance of the EI's staff
19. Supervises and assumes responsibility for faculty, including but not limited to the direct work of the EI
20. Collaborates with the Director of Community Relations and Marketing, develops the materials and informs the brand for the EI to publicize the availability of EI services
21. Serves as key emergency prevention, preparedness, and response personnel as assigned
22. Performs other duties as assigned by the President

### ***F. Requirements***

- Master's degree or above in sociology, social justice studies, ethnic studies, gender studies, business or related field or equivalent

- One to three years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, including progressively responsible and successful oversight of a department focused on educational equity and student success
- Experience in working with community, corporate, government and education leaders
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

### ***G. Physical/Other Requirements***

This classification requires sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, hearing and speaking to communicate and provide information to others; ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

### ***H. Knowledge, Skills & Abilities***

1. Knowledge of theories and practices related to race, ethnicity, culture, institutional and social power dynamics, social equity and social justice, dominant social relations, systems and matrices of domination, oppression, exclusion and marginalization
2. Ability to develop, implement, and facilitate professional development experiences
3. Knowledge of California Community Colleges student success efforts, including Guided Pathways, Student Equity and Achievement Program
4. Demonstrated ability to coordinate large scale conferences, symposia, and events
5. Ability to identify and assemble key stakeholders to develop programs and activities that support the advancement of cultural fluency and equity-minded practice
6. Ability to work under pressure, successfully meet deadlines, and handle shifting and multiple priorities
7. Skills in a variety of computer software, including database and spreadsheet software
8. Skills in budget development and financial record keeping
9. Ability to communicate effectively verbally and in writing, including writing complex proposals and producing well written marketing materials
10. Demonstrated ability to develop and implement successful strategic or business plans
11. Deep understanding of financial strategies and finance-related performance metrics

(02/2019)