



## Job Description

**Job Title: Sr. Associate Director-Resource Development**

**JTC: ARQ**

**Salary Range: E04**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the leadership and management of an organization, performing complex and highly responsible duties to attain organizational and district goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates outstanding strategic thinking skills with the ability to build, communicate and effectively execute organizational and/or departmental vision and strategic goals. Knowledgeable of state and/or federal guidelines and regulations, within assigned area of responsibility, that may affect how business is done within the organization. Must be able to keep up-to-date on best practices and technological changes within the market in assigned area of responsibility.

Ability to thrive in a fast-paced, high-change organization, work autonomously and in a team environment, and be flexible in a dynamic role. Strong work ethic and dedication to high standards of excellence. Excellent organizational and time management skills with the ability to prioritize assignments amidst opposing, high leverage, high-impact priorities to meet multiple deadlines. High level of analytical thinking and problem solving skills with the ability to analyze data and make sound recommendations.

Ability to build and maintain working relationships with diverse stakeholders and constituents internal/external to the organization to identify and understand problems/issues and/or obtain multiple perspectives toward problem resolution. Ability to provide information effectively and make presentations formally or informally to an individual or in a group setting.

Ability to establish program goals and objectives that support the strategic plan ensuring goals, purpose and criteria for success are clearly defined. Ability to develop reasonable performance standards and ways of evaluating outcomes. Able to process and handle confidential information with discretion. . Must be able to manage a budget and work within the constraints of that budget.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse, multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve the client/student experience and provide excellent customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. May be required to lift and move materials and equipment.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's Degree with three (3) years of work-related experience. Official transcripts are required. Must have valid driver's license to travel off site. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for building the capacity of the institution in order to meet the needs of the faculty, staff and students through the development of oversight of external funding processes and advancement services. Identifies funding sources, performs preliminary research; develops or participates in the development of proposals; design and/or establish new institutional capacity building initiatives through grant funding. Ensures compliance with district policies, guidelines and procedures.

Acts as a resource for grants including responsibility for compliance in record keeping, purchase of equipment, cost allocation and inter/external periodic reporting. Identifies pre-award opportunities and post-award management, funding proposals, regulatory compliance and budget expenditures. Accepts gifts to the college and reports them to the foundation. Interprets and keeps up-to-date on changes in funding regulations. Maintains copies of all legal documents associated with funding.

Builds and maintains collaborative working relationships with diverse stakeholders and constituents within the DCCCD community network to increase fundraising initiatives, donor relations scholarship advancement and alumni engagement. Collaborates on the design and implementation of fundraising activities. Develops content and trains others to research, write and submit funding proposals

Identify, construct, articulate and advocate for resources necessary for the implementation of annual strategic development plans. Responsible for the accuracy, completeness and timely submission of all proposals as well as institutional and Board reports related to advancement activities. Conducts formative and summative evaluations of project performance, budget management and compliance oversight with grant personnel.

Completes required DCCCD Professional Development training hours per academic year. Utilizes solid interpersonal, presentation, oral and written communications skills to effectively interact with a diverse array of stakeholders and constituents within the DCCCD community network. Performs other duties as assigned. Supervises approximately two or more full-time or full-time equivalent employees.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*