



Job Description

Job Title: Chief of Strategic Initiatives

JTC: APQ

Salary Range: A95 (Unbanded)

FLSA: Exempt

The District is seeking a creative, results-driven, collaborator who can optimize the use of technology and regional services to help the District provide a unified, comprehensive approach to meeting the needs of its community. 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

Identifies, develops and facilitates opportunities to strategically align DCCCD operations with partnerships that bring external resources to the DCCCD and enhance its capacities. Responsible for the overall management and leadership of the Grants and Resource Development Office.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience implementing the districts strategy internally and externally so all employees, partners and constituents understand the district-wide strategic plan and how it carries out the district's objectives. Strategic thinking with the capability of contributing at the senior leadership level. Proven experience in planning and executing operational plans, managing project and/or programs and negotiation skills with the ability to reach mutual points of agreement and benefits among colleagues.

Strong knowledge and experience in successful external funding in an academic environment, and the ability to develop and/or strengthen innovative initiatives consistent with college/District mission and goals. Outstanding problem solving and conflict resolution skills, taking corrective action as need.

Ability to influence others in a diverse community, of the benefit/importance of an idea or plan of action and gain their support or commitment. Must possess knowledge of academic and administrative programs and organizational structures, as well as current issues, trends and best practices within higher education.

Driven decision-making that creates long-term improvement and establishes key strategic priorities and translating them into a comprehensive strategic plan. Strong commitment to enhance the values of promoting diversity. Demonstrated organization, planning, execution and extreme attention to detail experience.

Demonstrated experience and ability to deliver professional presentations using state-of-the-art technology. Demonstrates peerless integrity, high ethics and leadership to maintain credibility, trust and support with senior management, staff and the campus community. Experience in developing and executing a budget.



Strong managerial and team building skills and demonstrated ability to motivate and empower direct and indirect reports to achieve priorities. Excellent presentation, oral and written communication skills to meet the needs of a diverse population, internal and external to the system. Strong knowledge and experience providing effective 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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Doctorate and two (2) years of experience as an administrator in a community college, higher education institution, and or related environment or Master's degree and four (4) years of experience as an administrator in a community college, higher education institution, and or related environment. Requires five (5) years of demonstrated supervisory experience of full-time staff. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, budgeting, development, implementation and evaluation of assigned operations, functions and locations. Facilitates and leads the development and implementation of grant-funded initiatives to support the goals and needs of the seven separately accredited colleges, the district, and the communities they serve.

Responsible for the supervision and coordination of the activities of administrators and related staff who administer the on-going operations of the division. Serves as an expert advisor to colleges in planning and securing external funding.

Facilitates strategic initiatives and partnerships consistent with DCCCD goals, including local and regional community, economic, and workforce development efforts. Represents the DCCCD in community and organizational activities, as well as key local, regional, and national organizations.

Acts as a member of the Chancellor's staff, participating in discussions and decision making; developing system strategies and organizational planning efforts; and reviewing and revising of policy and procedures. Collaborates and communicates with Vice Chancellors and Presidents, as well as other individuals in system leadership positions, to provide operational and consultative assistance to the Chancellor in a variety of system-wide strategic initiatives.

Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

May be assigned other duties by the Chancellor.



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.