



Job Description

Job Title: Manager Partner Alliances

JTC: CX0

Salary Range: N05

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 developing, managing, supporting and coordinating initiatives with community partners including schools, organizations, corporations, volunteers, and entertainment/event industry management to meet departmental outreach goals and objectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to develop and manage contracts and sponsorships.

Demonstrated experience in planning and executing community outreach activities, partnership development, and management, and project management.

Ability to develop content and publish bilingual web pages with experience in concept development for print, TV and radio advertising in a foreign language.

Advanced knowledge of computer technology to access data, maintain records, and generates reports.

Must be fluent both orally and in writing in the designated foreign language. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

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

Associate degree plus five (5) years of experience in grants management, partnership development and management, project management, and/or extensive event planning. 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

Initiates, develops, maintains and expands relationships with partners through communication, preparation of proposals, budget development, project monitoring, feedback and recognition. - Develops relationships in support of partnerships, access, education, cultural/diversity goals and initiatives, and in resource development for community reinvestment.

Coordinate with District Marketing the production of all second language materials including print advertising, broadcast, brochures, correspondence, website content and DCCCD related materials to ensure a uniformed message in the second language is conveyed to the public. Prepares and delivers bilingual presentations for education outreach programs to varied groups including potential students, parents and other stakeholders.

Serves as liaison between District Office of Educational Partnerships and partner representatives. Interprets feasibility of relationships; communicates fiscal and legal responsibilities to director and related district personnel; establishes project budgets and requirements; negotiates costs and awards. Works with staff, partners, sponsors, and volunteers to set and achieve partnership and project/program goals.

Manages initiated partner agreements, contracts, regulations and related documents. Establishes contact with community agencies and organizations to promote DCCCD and serve the educational needs of identified populations. Responsible for developing, coordinating and implementing specific events and activities, resulting in outreach to underserved communities.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

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.