



GJob Description

Job Title: Project Lead – Goldman Sachs 10ksb Program

JTC: CCT

Salary Range: N06

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

Overall responsibility for delivering assigned project based on agreed targets and objects, on time and on budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to plan project, manage the creation and execution of various deliverables, and work with all project related resources including but not limited to establishing and managing effective partnerships with project partners and key stakeholders, quality and cohesion of training, networking and project output, reporting of financial and operational progress.

Responsible for actively participating in change management activities and promoting key aspects of the project's vision to all business constituents. Responsible for day-to-day management and execution of end-to-end project(s) deliverables in accordance with identified operating model to ensure quality and consistency. Determine and document guidelines and/or process flows related to data management.

Must have strong interpersonal, analytical and problems solving skills and be able to converse with team members, stakeholders, vendors, etc., with diverse backgrounds. Lead and ensure the delivery of project tasks with technical and functional partners; hold team members accountable based on identified roles and responsibilities during project execution.

Ability to prioritize, multi-task, work independently and/or with a team(s) to plan, organize, schedule and coordinate project tasks and activities. Must have excellent time management, planning and organizational skills and be able to adapt to changing work environments, work priorities and organizational needs to meet objectives.

Must be able to provide clear and concise communication effectively, both orally and in writing to all levels of organization. Provide/manage documentation oversight for assigned project(s) including development of policies, procedures and training documentation, as necessary.

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

Bachelor's degree or higher plus two (2) of related experience. Official transcripts required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for leading the generation process for the Goldman Sachs 10ksb Small Business Program for the DCCCD. Responsible for managing the lead database system and other technical programs and software used to obtain statistics as well as create reports for the college national partners. Assists leadership and other outreach members to develop and execute strategies for recruiting new applicants.

Responsible for preparing and interpreting lead data reports in order to provide the team with an analytical perspective for developing resolutions to strengthen the program tactics for outreach; analyze and offer opportunities regarding the economic climate for small business owners. Reviews and provide recommendations to increase the effectiveness of tools and software used. Operates the Customer Relationship Management (CRM) systems by building and inputting beneficial information.

Build and maintain relationships with collaborative partners and cultivate new ones by pursuing affiliations within the business community and colleges within the DFW area. Participates with diverse organizations to build and maintain the programs professional network. Attend relevant community events, participates in committee activities that focus on growth for small business owners and entrepreneurs.

Evaluates the efficiency of resources (CRM system data, tactical plans, ORAS process, etc.) and systematize the information in order to create objectives and strategies to effectively reach the goals of acquiring new leads. Organize, train, generate reports and track data in the CRM system and other resources.

Implements the strategies set forth by the 10ksb Outreach team by communicating information to partners and stakeholders. Represents 10ksb and DCCCD using professional communication skills at events designated to recruit small business owners. Manage all exhibitor obligations, including presentations of the program. Performs other duties as assigned.

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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.