

Job Description

Job Title: Foundation Special Projects Coordinator

JTC: CZ2

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

Responsible for directing accounting operations of the Foundation/ Development office including, but not limited to, planning, monitoring and managing both private and public funds.

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. Must have excellent customer service skills.

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 three years' experience in workforce training/grant programs, program development, or proven and verifiable work experience related to program area. Must have two years of supervisory experience. 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 overseeing the delivery of an assigned program to a targeted clientele, in a specific time frame and measured by pre-defined contractual goals. Assesses needs, evaluates project requests; prioritizes and assigns tasks. Develops and implements activities based on needs assessment results.

Monitors development of materials; and evaluates recruitment and selection of participants as appropriate. Responsible for the coordination, identification, development, scheduling, promotion and evaluation of project activities.

Documents project activities and prepares related reports to funding agencies, companies, and district departments as required. Administers assigned budget on a daily basis and confers with supervisor as necessary.

Assist in the identification of necessary equipment, instructional materials and supplies for programs. 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.

Supervision: Responsible for selection, training, coaching, evaluation and development of assigned staff.

Performs other 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.