



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Executive Director of Workforce Development Partnerships
<b>REPORTS TO:</b>	Vice President Workforce Development
<b>LOCATION:</b>	All campuses (primarily Lincoln)
<b>GRADE:</b>	BOE 17
<b>WORK SCHEDULE:</b>	Full-time; 35 hours/week (may include evenings, holidays or weekends depending on deadline requirements; special events or emergency situations)
<b>SUPERVISES:</b>	Professional and administrative staff, consultants, lecturers, and student help; administrative supervision of instructors.

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:**

The Executive Director of Workforce Development Partnerships supports and assists the Vice President of Workforce Development and provides oversight for the program, partnership and business development activities of CCRI's workforce development efforts, including: customized training in business and industry; regional workforce development programs; and professional/career training programs.

The Executive Director of Workforce Development Partnerships is responsible for establishing and developing business and industry partnerships with one or more key industries such as Bioscience, Defense, Healthcare, Information Technology, Manufacturing, and Hospitality and Tourism, and keeping current with the workforce needs of the region, in order to provide relevant programs and services. He or she will work closely with the Executive Director of Workforce Development Operations to ensure high-quality workforce development programs. The Executive Director will work closely with the Vice President and all divisional staff to achieve the goals of the division in accordance with the mission, core values, and purposes of the college.

**DUTIES AND RESPONSIBILITIES:**

- Assist the Vice President of Workforce Development in the college's workforce development initiatives related to building and maintaining relationships with local employers, government, non-profit agencies, and economic development organizations, and forming training partnerships and programming to meet the respective needs of these key stakeholders.
- Build, manage and sustain a high-functioning and performing workforce development partnerships team.
- Work closely with the Executive Director of Workforce Development Operations to ensure high-quality delivery of workforce development programs consistent with the expectations of industry partners and other key stakeholders.
- Promote the college's workforce development programs and services throughout the State; and effectively manage industry partner and stakeholder relationships.
- Supervise the Directors of Industry Partnerships and work with them to develop and meet key performance indicators. Effectively communicate expectations to team members and external stakeholders.
- Collaborate with partners including CCRI faculty and staff and external stakeholders to identify funding to support workforce development programs including grants, contracts and partnerships. Develop funding proposals.
- Undertake projects assigned by the Vice President of Workforce Development, and represent the Vice President and Center for Workforce and Community Education on college-wide initiatives as designated.
- Represent the college at various local, regional and national community events.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

- Ability to use personal computer systems and accompanying software.
- Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- Bachelor's degree required; Master's degree is preferred.
- Minimum of five years' of work experience in developing workforce development programs and partnerships; Experience with one or more of the above key industries desired.
- Minimum five years' experience with developing or designing training curriculum is preferred
- Knowledge of how to develop and maintain relationships with key stakeholders and a wide range of business, industry, and community partners
- Demonstrated interpersonal, written and oral communication skills essential, evidenced with a wide range of business partners
- Strong entrepreneurial attitude is essential
- Exceptional ability to build relationships with employees at all levels of the organization and perform in a broad range of environments including academic and business
- Proficiency in a variety of computer software applications, including MS Word, Excel and PowerPoint
- Demonstrated team-oriented managerial skills required
- High personal and professional ethical standards
- Ability to work a flexible schedule

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>