



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

LIMITED PERIOD POSITION DESCRIPTION

TITLE:	Director of Industry Partnerships
LOCATION:	Workforce Partnerships All campus locations
REPORTS TO:	Executive Director of Workforce Partnerships
GRADE:	BOE 15
WORK SCHEDULE:	35 hours per week, non-standard; some evening and weekend work may be required; holidays on occasion.
SUPERVISES:	May supervise clerical staff; instructors, trainers, consultants

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: Responsible for managing employer, industry and community partner relationships focused on 1-3 identified key industries such as Bioscience, Defense, Healthcare, Information Technology, Manufacturing, and Hospitality and Tourism. Promote the offerings of CCRI and direct the development of workforce initiatives within those industries. Assist with identifying funding opportunities; coordinating support services for workforce development students; and supporting the Executive Director of Workforce Partnerships and Vice President of Workforce Development to meet the goals of the Center for Workforce and Community Education.

DUTIES AND RESPONSIBILITIES:

Develop and direct relationships with local employers, government, non-profit agencies, and economic development organizations, between CCRI and business and industry including the following activities:

- Implement employer and industry partnership strategy with the goal of expanding markets and opportunities for workforce development programs.
- Manage employer, industry and community partner relationships, and serve as primary point of contact to these groups.
- Develop new programs and promote established programs to employer, industry and community partners that support workforce development initiatives including grants, contracts and partnerships.

Knight Campus

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- Achieve individual revenue, partnership and growth goals.
- Work with employer, industry and community partners to identify training needs.
- Negotiate and establish training contracts.
- Develop and write grant proposals to obtain support for training efforts.
- Manage assigned program budgets; assist the Executive Director and Vice President with tracking budget expenditures and adhering to overall department budget.
- Work collaboratively with appropriate CWCE and CCRI staff to ensure all timelines are met and deliverables satisfy employer, industry and community partners.
- Participate in assessments of training programs and curriculum as appropriate.
- Stay current with changes in industry sectors particularly as it relates to workforce development and training needs.
- Promote CCRI's workforce development and training programs at internal and external meetings/events as requested.
- Recruit participants for noncredit and credit programs; coordinate referral programs and support services available to employees/students.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other duties as needed.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, telephone, fax and copying machines. 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 in related field required, Master's degree preferred.
- Demonstrated experience working with employer, industry and community partners in identifying and delivering workforce training needs; Experience with one or more of the above key industries desired.
- Demonstrated experience with developing and implementing successful workforce training programs.
- Demonstrated exceptional interpersonal and communication skills.
- Strong writing skills with the ability to convey complex subject matter clearly and accurately.
- Demonstrated experience working in a busy, diverse environment with industry leaders.
- Must be poised, professional and energetic with a positive and confident demeanor.
- Must display drive for innovation and problem-solving.
- Ability to think creatively to leverage the college's resources in delivery of workforce training needs.
- Computer spreadsheet, database and word processing experience required.

***This position is third-party funded until June 30th and subject for possible renewal**

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 Associate Vice President of Institutional Equity & Human Resources, Elizabeth Canning, 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>