



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>TITLE:</b>	Executive Director of Strategic Initiatives
<b>REPORTS TO:</b>	Vice President of Student Affairs & Chief Outcomes Officer
<b>GRADE:</b>	BOE 18
<b>WORK SCHEDULE:</b>	Full-time; 35 hours/week (may include evenings, holidays or weekends depending on deadline requirements; special events or emergency situations)

**JOB SUMMARY:** The role of the Executive Director of Strategic Initiatives is to plan, implement, and execute the strategic vision of CCRI regarding programmatic and/or operational initiatives. Incumbent will be required to execute projects or initiatives in accordance with the needs of the college and the public higher education system. This includes acquiring resources and coordinating the efforts of college-wide teams, system personnel and third-party contractors or consultants in order to deliver projects or initiatives according to plan. The Executive Director of Strategic Initiatives will also interpret the project's objectives and oversee quality control throughout its life cycle.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs and manages projects and initiatives assigned by the VPSA & COO from idea through implementation.
- Directs the efforts of multiple project teams from ideation to implementation. Drives teams toward solutions using a robust fact base and a hypothesis driven mindset, generates metrics to measure a team's impact and holds the team accountable.
- Serves as a liaison with project stakeholders on an on-going basis.
- Defines project success criteria and disseminates them to the involved parties throughout the project life cycle.
- Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion.
- Proactively manages changes in project scope, identifies potential risks and devises mitigation and contingency plans.
- Develops and delivers proposals, requirements documentation, status reports and presentations
- Supports special initiatives including the preparation of materials for, and presentation to, internal and external stakeholders of CCRI.
- Performs other duties as assigned.

**Knight Campus**

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Master's Degree with a minimum of 5 years of work experience developing and implementing solutions with a focus in strategy or operations.

### **Required Skills, Knowledge and Abilities:**

- A steadfast commitment to the success of CCRI and every one of its students.
- Ability to manage at all levels, coordinating with numerous departments within an organization.
- Comfort, confidence and proven success leading change.
- Excellent written and verbal communication and influencing skills.
- Ability to work independently as well as lead multiple project teams.
- 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.
- Excellent analytical, organizational, planning and problem solving skills with ability to prioritize drive and complete multiple projects under stringent deadlines, and respond to changing priorities.
- An excellent problem solver, able to take disparate sets of quantitative and qualitative data and drive to innovative solutions.
- An unwavering spirit of optimism, collegiality, curiosity and humility.

## **PREFERRED QUALIFICATIONS:**

- Relevant experience in higher education.

## **LICENSES, TOOLS AND EQUIPMENT:**

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

## **ENVIRONMENTAL CONDITIONS:**

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

## **CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.