



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Executive Director Goldman Sachs 10,000 Small Businesses
POSITION NO.	502660
LOCATION	Warwick
REPORTS TO	Interim President
GRADE	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Program site team
REVISION DATE	June 2016

JOB SUMMARY:

A Goldman Sachs 10,000 Small Businesses (GS10KSB) Executive Director is one who:

- Oversees and directs the goals and objectives of the *GS10KSB* at the community college
- Recruits and manages the program site team
- Has ultimate responsibility over scholar recruiting, monitoring and evaluation
- Works closely and effectively with community college leadership and *GS10KSB* partners to ensure high-quality delivery of the program at the community college
- Is a leader, problem solver, effective collaborator, and skillful communicator
- Brings appropriate management expertise to lead the site team
- Is committed to implementing an innovative program to help small businesses grow and create jobs
- Leads a culture of transparency, learning, hard work, and integrity
- Is dedicated to the program outcomes of job creation and revenue generation, and
- Oversees the program’s measurement and evaluation system for the community college

DUTIES AND RESPONSIBILITIES:

The Executive Director at the Community College of Rhode Island will lead the successful development, implementation, and operation of the *GS10KSB* and reports to the community college President or designee. The Executive Director is responsible for overseeing all components of this program at CCRI, including scholar recruitment, local partnerships, the refinement and delivery of curriculum and business services, the measurement and evaluation system, and the management of the day-to-day program. The Executive Director will demonstrate vision, management expertise, an in-depth knowledge of small business growth strategies, and an understanding of service delivery operations. S/he will possess the ability to manage people and build and sustain a healthy delivery team in a fast-paced environment, manage a budget, and deliver effective programs to program participants. An integral component of the position is ensuring the curriculum, business services, networking, and alumni components are comprehensive and enable small businesses to grow and lead to job creation.

The specific duties of the *GS10KSB* Executive Director include:

- Launch, operate, and continuously improve the *GS10KSB* program at the community college to help small businesses expand and create jobs
- Evaluate, recommend, develop, and effectively manage all partner relationships with local organizations, associations, etc.
- Facilitate communication and manage relationships with local campus personnel
- Recruit and sustain a high functioning and performing site delivery team to deliver on the program’s vision
- Coordinate efforts across different areas of the college to deliver a unified and comprehensive program
- Oversee operations for the college including staffing, budgeting (overall and by category), service delivery, curriculum delivery
- Oversee and monitor the implementation and ongoing management of the Measurement and Evaluation system, including the selection and analysis of effective site performance metrics
- Lead the continuous development and improvement of innovative and practical solutions to address the needs of small businesses in the realm of curriculum, services, technical assistance and networking
- Ensure the high-quality service delivery and tight integration of the academic, business support services and the

- opportunity to access capital components
- Develop targeted outreach and recruitment plans to attract the right businesses to the program
- Network with business support services organizations and other key stakeholders to enhance the local entrepreneurship ecosystem and to advance program recruitment
- Oversee events, clinics, and graduations for small business owners
- Identify strategic opportunities to develop a sustainable program within the community college setting

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Advanced degree from an accredited school, preferably in Business, Public Administration, Government Affairs or related field.
- At least seven years of senior management experience with a track record of progressive responsibility, preferably in private industry or a large community or governmental organization.
- Experience in operating a small business and/or an in-depth knowledge of growth strategies for small businesses.
- Background in building and mentoring a high-performance management team in a complex organization with demonstrable skill in developing strong teams and collaborations.
- Knowledge of how to develop and maintain relationships with key stakeholders and a wide range of business, industry, and community partners.
- Experience managing grants and budgets.
- Excellent spoken and written communication skills.
- Experience with program design, implementation and operations.
- Previous experience in the creation and delivery of training or educational services.
- Excellent interpersonal skills.
- Ability to develop and oversee quality assurance measures to ensure program effectiveness.
- Ability to work a flexible schedule.
- High personal and professional ethical standards.

PREFERRED QUALIFICATIONS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.