Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Executive Director of Workforce Partnerships
POSITION NO.	502791
LOCATION	Warwick Campus
REPORTS TO	Vice President Workforce Partnerships
GRADE CBA #	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week (may include evenings, holidays, or weekends depending on deadline requirements; special events or emergency situations)
SUPERVISION	Professional and administrative staff, consultants, lecturers, and student help; administrative supervision of instructors.
LIMITATION (if applicable)	
REVISION DATE	September 2019

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.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:
- Bachelor's Degree
- Minimum of five years' of work experience in developing workforce development programs and partnerships; Experience with one or more of the above key industries
- 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
- 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
- High personal and professional ethical standards
- Ability to work a flexible schedule

PREFERRED QUALIFICATIONS:
- Master's degree
- Minimum five years' experience with developing or designing training curriculum

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