



Job Description

Job Title:	Executive Director for Career Professionals Center	Grade:	N
Department:	Corporate and Continuing Education (Grant-Funded)	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Builds collaboration across curriculum and corporate and continuing education programs to recommend and develop training products meeting the needs of professional dislocated workers in the community. Identifies under-developed industry segments to develop and market targeted training. Implements strategies to position the college as a “total business resource” in the community.

Characteristic Duties and Responsibilities:

1. Develops and implements comprehensive business plans, including timelines, goals, objectives and benchmarks, for Wal-Mart Brighten futures grant project. Provide reports to the administration and as required by the grant.
2. Collaborates across curriculum and CCE program areas to suggest training suitable for business and industry non-credit needs and positions the college as a “total business resource” in the community.
3. Develops a complete understanding of each product and program base with a working knowledge of the industries to include trends, appropriate products, audience makeup/ key facts to include purchasing behavior.
4. Works with the Grants office to secure resources for clients when necessary, and enhances CPCC’s offerings and facilities.
5. Develops and manages budget.
6. Recruits, hires professionals with skills in workforce development.
7. Provides leadership and monitors goals. Determines and adjusts markets, territories, or program assignments. Initiates and leads ongoing sales team meetings to provide updates and direction, shares best practices create synergy and team building. Assists account executives in closing the sale and negotiating contracts.
8. Develops detailed business tracking and reporting database to assess progress of grant project and market penetration. Develops a college-wide integrated database for client contact information.
9. Develops a process to measure client satisfaction and solicit feedback for additional training needs.
10. Assists marketing in determining and planning events, activities, collateral materials and marketing campaigns. Develops e-Marketing tools to communicate programs and services to business and industry.
11. Serves as liaison with directors and program coordinators for up-to-date course content (web and printed materials).
12. Represents the college at the Chamber and other professional organizations.
13. Works across functions in leading national, high-level projects.
14. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. September 2009



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Reporting Relationships:

Direction Received: Reports to Dean of business & Industry/ CCE
Direction Given: Direct supervision over professional and administrative staff

Minimum Requirements:

Master's degree from an accredited college or university in education or related field and six years of experience in working with executive and professional-level individuals in managing complex projects.

Knowledge, Skills, Abilities and Worker Characteristics:

Supervisory	Customer Service	Computer (MS Office)
Leadership	Marketing	Database Management
Decision Making	Product Knowledge	Self-starter
Conflict Management	Communication	Coaching

Working Conditions:

Typical office environment