



## Job Description

**Job Title: Senior Director – Strategic Partnership Development**

**JTC: AQD**

**Salary Range: E05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives. Requires a dynamic understanding of relevant laws and policies and the ability to independently analyze problems, search for strategic solutions, organize and influence individuals to meet the vision, mission and goals of the organization and DCCCD. Ensures operations function to promote diversity and professional growth.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience providing direct leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Advanced knowledge and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Advanced experience implementing complex projects with the ability to plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Effectively skilled to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Knowledge and experience providing recommendations to sustain and improve work environment in the face of change and environmental challenges. The ability to acknowledge, understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Capable of proactively improving the organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. The ability to recommend policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience. Excellent customer service skills.



## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus three (3) years of experience in related field. Official transcripts are required. Must have valid driver's license. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop and create targeted strategies and events to cultivate potential investments from business and industry leaders through sponsorship and marketing channels to meet the vision, mission and goals of DCCCD. Research emerging trends and best practices in business engagement and sponsorship. Maintain and strengthen portfolios of existing relationships within corporate and foundation sectors and leverage DCCCD's programs and initiatives to develop new support/ relationships.

Research and identify sources of support, proactively seeking opportunities to generate new investment proposals based on DCCCD guidelines, policies and procedures. Works directly with business and industry partners to secure sponsorship and other unrestricted investment in support of network priorities. Responsible for multi-tasking and prioritizing assignments to meet deadlines. Maintains high ethical standards.

Develops and maintains relationships with diverse business and industry partners through transactional interactions related to sponsorships and events. Works independently and collaboratively in a team environment building strong and productive relationships across constituencies. Works closely with leadership to measure outcomes to ensure that projects/proposals meet stakeholder's needs.

Ensures systems are in place to manage sponsorship activity. Uses current Foundation tools and adheres to guidelines and timelines related to reporting. Works with multiple systems, projects, and individuals related to partnership development; identifies and evaluates resources needed to develop and manage a robust sponsorship model; sets appropriate timelines; manages budgets for sponsor recognition activities/events. Evaluates processes on an annual basis to determine return on investment for sponsors and for the DCCCD community network. Shares results and works with colleagues to continuously improve outcomes and relationships.

Must have excellent interpersonal, presentation and communication skills to interact with diverse, multi-cultural stakeholders and constituents within the DCCCD community network when providing and/or obtaining information. Must have excellent interpersonal, presentation, oral and written communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other job duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*