



Job Description

Job Title: Exec. District Dir. Of Small Business & Entrepreneur Innovation

JTC: ARF

Salary Range: E09

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 overall administration, management and leadership of assigned areas, achieving organizational goals through collaboration and strategic planning. Requires broad and comprehensive experience, skills and thorough knowledge of organizational policies and practices to achieve organizational goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated leadership and proven track record in leading complex, highly talented teams in new endeavors and delivering solutions. Skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Must have a broad understanding of federal and state laws and compliancy with District policies and procedures to support the vision, mission, and goals of the DCCCD.

Demonstrated success coordinating information and data across multiple entities, external constituents, and stakeholders. Strong leadership skills that promote dedication, creativity, innovation and growth. Ability to manage change, process and technology, in a dynamic and complex operating environment. High ethical standards and ability to maintain confidentiality of work-related information and materials.

Cultivates and maintains strong and positive relationships with diverse colleagues, administrative leadership and stakeholders. Strong analytical, project management, organizational and team building skills; cultivates a positive work environment. Collaborates with senior leadership to develop budget goals, metrics and long-range planning.

Manages multiple projects while prioritizing project urgency and meeting deadlines. Assesses situations to determine importance, urgency and risks, makes clear decisions which are timely and in the best interest of the organization. Prepares accurate and high-quality reports and documents. Exceptional understanding of organizational strategies and applies this knowledge to create a plan for effective and productive growth.

Strong work ethics, interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse college community. Must have strong written and oral communication skills,



along with effective listening, and interpretative presentation skills, to clearly communicate information and ideas to diverse audiences. Coach, evaluate, mentor, develop, and motivate staff. Ensures that employees have the support and tools needed to meet current and long-term departmental and organizational needs. Strong knowledge and experience providing excellent customer service.

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 in related field plus six (6) years of senior management experience. Must have valid driver's license. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. *****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the overall management and support of the Bill J. Priest center. Responsible for leading the successful development, implementation and operation of the North Texas Small Business Development Center, the Minority Small Business Innovation Cultivator and the 10,000 Small Businesses (10KSB) programs. Oversee all components of these program, 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 operations. Identify strategic opportunities to develop sustainable programs within a community college setting.

In-depth knowledge of small business growth plans, and an understanding of service delivery operations. Ability to multi-task to ensure that curriculum, business services, networking and alumni components are comprehensive and enable small businesses to flourish and lead to job creation. Develop targeted outreach and recruitment plans to attract the right businesses to the program.

Build and maintain strong working relationships with the ability to manage staff and sustain an environment of equality and encouragement. Collaborate and sustain partnerships with a wide network of constituents within the community college district, local community and nationally. High personal and professional ethical standards working with a wide range of business, industry and community partners.

Recruit and sustain a high functioning and performing site delivery team to deliver the program's vision, mission and goals. Network with business support services organizations and other key stakeholders to enhance the local entrepreneurship ecosystem and to advance program recruitment. Leads the continuous development and improvement of innovative and practical solutions to address the needs of small businesses.

Excellent spoken and written communications skills to interact with individuals from diverse backgrounds. Must have experience working with different cultures with the ability to create a level of trust. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.



Supervises two or more full-time employees and manages a budget of approximately \$1M.

Performs other 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.