2.03 Position Guide 10/30/14

Revised: 3/27/15

**EXECUTIVE DIRECTOR, TAACCCT #4, Northeast PA Community College Consortium**

*(Grant funded through 09/30/18)*

**Primary Function**: Provides Consortium-wide programmatic and fiscal leadership, coordination, and direction across three community college partners including Northampton Community College, Lehigh Carbon Community College and Luzerne County Community College for the TAACCCT #4 US Department of Labor (DOL) grant funded initiative.

**Responsibilities:** The Executive Director will: (1) Provide leadership, guidance, direction, and support to partner colleges; (2) Develop and maintain effective relationships with consortium schools’ leadership and project teams, funding agency, state and local workforce agencies, employer partners, and industry representatives; (3) Recruit, hire, and retain consortium level staffing; (4) Evaluate progress of the project, address potential issues, and be able to clearly articulate progress regularly to partners, stakeholders, and others.  (5) Ensure that grant activities and financing/accounting are in compliance with the grant; (6) Be responsible for capital and operating budgets, requisitions and expenses; (7) Convene the Consortium-wide Leadership Team quarterly submitting timely updates on progress toward performance objectives and other evaluation results; (8) implement special responsibilities as assigned.

**Organizational Relationships**: **(**1) Report to the President of Northampton Community College. (2) Maintain cooperative relationships with Consortium Partner Schools,(3) Manage Consortium Leadership Team (4) Coordination with each consortium school project team, (5) Coordination with NCC Grant Accountants, Grants Office, Institutional Research Office, Deans and key grant project staff.

**Performance Standards**: Performance in this position is considered satisfactory when: (1) mutually agreed upon objectives have been attained within a specified time frame; (2) responsibilities of the position have been carried out on a level consistent with performance objectives, (3) effective cooperative relationships exist with members of the administrative team.

**Qualifications:** (1) Education: Bachelor’s degree from a regionally-accredited college or university required; Master’s with Project Management Certification preferred. (2) Skills, Knowledge, Abilities: (a) Ability to view project within a larger context and seek to leverage additional resources and opportunities; (b) ability to solve problems creatively to meet program goals and objectives; (c) demonstrated understanding of legal and regulatory environment which governs the operations of a higher education institution; (d) familiarity with evaluation techniques; (e) superior problem solving, organizational, and communication skills; (f) skill and diplomacy in meeting and dealing with a variety of constituents, both internal and external; (g) ability to communicate effectively with internal and external stakeholders including educators and industry partners; (h) ability to work collaboratively with the academic deans, instructors, workforce administrators, and government agencies. (3) Experience: (a) minimum of seven of experience in higher education, preferably at a community college; (b) Prior experience in managing large scale grants or projects on a campus or across multiple partners preferred; (c) demonstrated experience in providing leadership in the administration of a large grant program with collaborative partners.