



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Industry Partnerships
POSITION NO.	502713
LOCATION	All Campus
REPORTS TO	Executive Director of Workforce Partnerships
GRADE	BOE 15
WORK SCHEDULE	Non-Standard: 35 hours per week; some evening and weekend work may be required; holidays on occasion.
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Subject to renewal
REVISION DATE	April 29, 2024

JOB SUMMARY:

Responsible for managing employer, industry and community partner relationships focused on 1-3 identified key industries such as Bioscience, Defense, Healthcare, Information Technology, Manufacturing, and Hospitality and Tourism. Promote the offerings of CCRI and direct the development of workforce initiatives within those industries. Assist with identifying funding opportunities; coordinating support services for workforce development students; and supporting the Executive Director of Workforce Partnerships and Vice President of Workforce Development to meet the goals of the division.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Workforce Development:

- Develop new workforce programs and promote established programs to employers, industry and develop initiatives including grants, contracts, and partnerships.
- Achieve individual revenue, partnership and growth goals.
- Work with employer, industry and community partners to identify training needs
- Negotiate and establish training contracts
- Develop and write grant proposals to obtain support for training efforts.
- Stay current with emerging trends in workforce development
- Promote CCRI's workforce development training programs at internal and external meetings/events as requested.
- Recruit participants for noncredit and credit programs; coordinate referral programs and support services available to employees/students.

Corporate Engagement/Relationship Cultivation:

- Develop and direct relationships with local employers, government, non-profit agencies, and economic development organizations, between CCRI and business and industry
- Implement employer and industry partnership strategy with the goal of expanding markets and opportunities for workforce development programs.
- Manage employer, industry, and community partner relationships, and serve as the primary point of contact to these groups

Departmental Support:

- Work collaboratively with appropriate CCRI staff to ensure all timelines are met and deliverables satisfy employer, industry and community partners.
- Participate in assessments, data collection and evaluation of training programs and curriculum as appropriate.
- Manage assigned program budgets
- Assist with tracking budget expenditures and adhering to the overall department budget
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in related field required.
- Demonstrated experience working with employer, industry and community partners in identifying and delivering workforce training needs; Experience with one or more of the above key industries desired.
- Demonstrated experience with developing and implementing successful workforce training programs.
- Demonstrated exceptional interpersonal and communication skills.
- Strong writing skills with the ability to convey complex subject matter clearly and accurately.
- Demonstrated experience working in a busy, diverse environment with industry leaders.
- Must be poised, professional and energetic with a positive and confident demeanor.
- Must display drive for innovation and problem-solving.
- Ability to think creatively to leverage the college's resources in delivery of workforce training needs.
- Computer spreadsheet, database and word processing experience required.

PREFERRED QUALIFICATIONS:

- Master's degree

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