

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DEAN-OFFICE OF INSTITUTIONAL EFFECTIVENESS/
EXECUTIVE DIRECTOR OF FOUNDATION**

BASIC FUNCTION:

Under the administrative direction of the Superintendent/President, the Dean of Institutional Effectiveness is responsible for the overall planning, supervision, and coordination of the District's Office of Institutional Effectiveness including responsibility for the operations, programs, and functions related to institutional planning, institutional research, program review, institutional student learning outcomes (I.S.L.O.), grant development programs and functions, and the Southwestern College Foundation; assumes responsibility for monitoring, guiding, and assessing progress in the implementation of the College's/District's strategic plan including coordinating and integrating all planning activities in operational developments and campus support.

REPRESENTATIVE DUTIES:

Provide leadership and guidance to the College's/District's Office of Institutional Effectiveness; oversee assigned functions, services, and program areas including those related to the Foundation, institutional strategic planning, institutional research, program review, institutional student learning outcomes (I.S.L.O.), grant development programs and functions. *E*

Provide data and leadership for design, implementation and assessment for integrated strategic plan. *E*

Participate as a member of Cabinet; provide counsel on District-wide issues, plans, and policies. *E*

Develop and prepare the annual budget for assigned functional areas; participate in College/District wide budgetary plans and issues; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. *E*

Serve as Executive Director of the Southwestern College Foundation; oversee the activities of the Southwestern College Foundation; provide leadership for and management of the development and implementation of a comprehensive fund development program/plan for the College/District that includes annual giving program, annual campaign for staff and faculty, corporate solicitation program, and special events; produces the annual College/District Report. *E*

- Work with outside legal, investment, fundraising, special events, research, marketing, communications, and other consultants as necessary in the planning and implementation of the Foundation and College/District's development plans; maintain liaison with regional and national resource development organizations. *E*
- Oversee and administer the institutional grant development program including identification of public and private grant resources, grant availability, grant approval process, and grant compliance; provide grant training. *E*
- Monitor Foundation assets in cooperation with the Southwestern College Foundation Board of Directors. *E*
- Perform a full range of administrative duties in support of the Foundation Board; recruit, train, orient, and motivate volunteer Board of Directors for the Foundation; assist in the formulation of Foundation goals; serve as liaison between the Foundation and the College/District. *E*
- Assure compliance with all pertinent federal, state, and local laws, relevant contractual obligations, and recognized reporting standards applicable to fundraising. *E*
- Oversee public relations/marketing program for the Foundation commensurate with the philosophy and goals of the College/District and Foundation Board. *E*

Participate in the selection of new staff; supervise and evaluate the performance of assigned staff; plan, coordinate, and arrange for appropriate training of subordinates; recommend transfers, reassignment, termination, and disciplinary actions. *E*

Dean Office of Institutional Effectiveness/Executive Director of Foundation - Continued

Oversee the monitoring, implementation, and assessment of institutional effectiveness, program review, institutional student learning outcomes (I.S.L.O.'s) including accomplishing institutional priorities and College/District approved measurable objectives. *E*

Oversee the operations and activities of the institutional research function; oversee the planning, conduct, implementation, interpretation, and reporting of comprehensive institutional research used in evaluating institutional effectiveness, program review, accreditation, and in decision-making. *E*

Coordinate and integrate institutional planning with all other planning processes; assume primary responsibility for coordinating institutional goals/priorities with budget development process. *E*

Produce the annual College/District Report; oversee the analysis of institutional effectiveness in achieving institutional goals/priorities; develop and implement annual cycle for reflection, revision, and renewal to institutional planning efforts. *E*

Communicate milestone achievements and benchmarks of the institutional planning initiative to external and internal constituencies. *E*

Work with administration, staff, and faculty to create and implement successful collaborative corporate and Foundation development projects that address the College/District's priorities for scholarly excellence, program enhancement, and capital needs. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures, and current programs.

Operations, services, and activities of an educational institutional advancement program including strategic planning, institutional research, grant programs and functions, and Foundation management functions.

The comprehensive community college mission.

National and state educational policy development.

Principles and practices of program and project design, development, implementation, and administration.

Applicable policies, procedures, goals, and objectives of the assigned program and service areas.

Pertinent federal, state, and local laws, codes, and regulations including those related to fundraising.

Higher education strategic planning processes.

Educational policy analysis and research trends affecting community colleges.

Principles and procedures of research design, methodology, and analysis.

Theories, methods, and techniques of leadership and management.

Principles of leadership, supervision, training, and performance evaluation.

Principles and practices of budget preparation and administration.

Methods and techniques of fund-raising.

Grant development process in higher education.

Federal, state, local, and private foundation funding sources and their goals.

Principles and practices of marketing as they relate to fund raising.

Principles and practices of fund development.

Principles and practices contract negotiation.

Organizational development and positive approaches to institutional management.

Principles and procedures of record-keeping and report preparation.

Oral and written communication skills.

Modern office procedures, methods, and equipment including computers.

Operational characteristics of computer-based systems and research software.

English usage, grammar, spelling, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Dean Office of Institutional Effectiveness/Executive Director of Foundation - Continued

ABILITY TO:

Direct the activities of and provide effective leadership to the Office of Institutional Effectiveness including operations, programs, and functions related to strategic planning efforts, institutional research, grant programs and functions, and the College Foundation.

Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.

Apply strategic planning in an organizational setting.

Facilitate planning processes and create plans that maximize the utilization of available resources and enhance organizational efficiency.

Develop, coordinate, and conduct effective institutional research and analysis.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Identify and respond to sensitive organizational issues, concerns, and needs.

Research, analyze, and evaluate new service delivery methods and techniques.

Use research techniques and principles to support decision-making and the development of strategies.

Provide consultation, support, and technical assistance on specific projects.

Prepare and present comprehensive, effective oral and written reports.

Develop and maintain an operational budget.

Seek and identify new grants and special funding sources.

Negotiate partnerships with business and industry.

Plan, organize, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Interpret and apply applicable federal, state, and College/District policies, laws, and regulations.

Serve as an effective representative of the College/District.

Serve on a variety of boards and committees.

Exercise critical and independent judgment.

Coordinate multiple project activities and tasks.

Prioritize work to meet schedules and time lines.

Work confidently with discretion.

Operate office equipment including computer terminal.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Frequent interruptions and distractions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and verify data and prepare various materials.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment including computer keyboard and peripheral equipment.

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Forsberg Consulting Services