

College of the Redwoods

Position Description

Position: Senior Vice President of Strategic Initiatives	Position Number:
Department: President's Office	FLSA: Exempt
Reports to President/Superintendent	Salary Grade: 136

Summary

Reporting to the President/Superintendent, the Senior Vice President of Strategic Initiatives serves as a senior advisor to the President on significant and sensitive issues and is a member of the President's Executive Leadership Team. This position is responsible for working strategically and collaborating cross-functionally to provide project leadership to, and on behalf of, the President. The position has broad responsibility for supporting the success of important College initiatives, and for representing the College's strategic interests with business, industry, and governmental partners. This work requires identifying strategic opportunities that meet the initiatives of the Education Master Plan, creating structure and support for identified projects, collaborating with campus groups, and building strong partnerships with local and state external organizations. It also includes extensive interaction with elected officials, community leaders, government organizations, tribal entities, foundations, and businesses. The Senior Vice President serves as the College's voting member of the North Far North Regional Consortium and is responsible for supervising the Manager of College Grant Programs and Initiatives. The position provides counsel to the College President/Superintendent and Cabinet.

Essential Duties and Responsibilities

- Assist the President/Superintendent by providing leadership in and management of department functions to support the achievement of college strategic goals.
- Build strong relationships with strategic external organizations.
- Support the President/Superintendent in community and government relations.
- Identify opportunities that align with the College's Education Master Plan and with the College's strengths and help develop creative and innovative projects to assist the College in pursuing them.
- Engage proactively with elected officials, community leaders, educational partners, community leaders, tribal entities, government organizations, foundations, and business to advance the College's Education Master Plan initiatives.
- Collaborate closely with faculty, staff, management, and administrative peers, support and help guide important College initiatives such as new program approval and development, new or expanded educational instructional sites, economic development efforts, and public-private partnerships.

Qualifications

Knowledge and Skills

- Understanding of and commitment to the philosophy, mission, and goals of the community college district.
- Experience with Chancellor's Office strategic initiatives.
- Strong experience in networking and creating relationships with elected officials, community leaders, government organizations, foundations, businesses, and educational partners.
- Ability to build coalitions and lead collaborative efforts within an organization and with outside organizations.
- Experience engaging with colleagues and partners from diverse backgrounds.
- Strong leadership, project management, and financial management skills.
- Excellent oral, written, and interpersonal communication skills.

Abilities

- Work positively and collaboratively with faculty, administration, classified personnel, students, and the public.
- Create and maintain a high staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of, the college's diverse populations of students and staff.
- Support an environment conducive to the development of instructional and service innovations.
- Demonstrate commitment to participatory approaches to governance.
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving.

Physical Abilities

- Standard office setting.
- Travel, evening, and weekend work required.

Education and Experience

- Master's Degree or equivalent from an accredited College or University.
- Five years of progressively responsible administrative experience in the community college.

Licenses and Certificates

Valid CA Driver's License