



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 9/9/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Director, Strategic Initiatives  
Status: Part-time, Grant Funded, 20 Hours/Week (May include evenings, holidays or weekends depending on deadline requirements; special events)  
Grade: 16  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports To: President

**PRIMARY PURPOSE:**

The role of the Director of Strategic Initiatives is to plan, implement, and execute the strategic vision of RIC regarding academic, program, and/or operational initiatives specifically as it pertains to the “Onward We Learn” program. Incumbent will be required to execute projects or initiatives in accordance with the college and program needs, goals and objectives. This includes acquiring resources and coordinating the efforts of college-wide teams, system personnel and third-party contractors or consultants in order to deliver projects or initiatives according to plan. The Director of Strategic Initiatives will also interpret the project’s objectives and oversee quality control throughout its life cycle.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Directs and manages projects, including the Onward We Learn program, and initiatives assigned by the President from idea through implementation.
- Directs the efforts of multiple project teams from ideation to implementation. Drives teams toward solutions using a robust fact base and a hypothesis driven mindset, generates metrics to measure a team’s impact, and holds the team accountable.
- Serves as a liaison with project stakeholders on an on-going basis.
- Defines project success criteria and disseminates them to the involved parties throughout the project life cycle.
- Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion.
- Proactively manages changes in project scope, identifies potential risks, and devises mitigation and contingency plans.
- Develops and delivers proposals, requirements documentation, status reports, and presentations.
- Supports special initiatives including the preparation of materials for, and presentation to, internal and external stakeholders of RIC.

Occasional Job Functions:

Performs other duties as assigned by the President.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's Degree.

Experience:

A minimum of 5 years of experience developing and implementing programs and solutions with a focus in strategy or operations in a higher education or government setting.

Skills, Knowledge, and Abilities:

- Ability to manage programs and coordinating with numerous departments within an organization.
- Excellent written and verbal communication skills.
- Ability to work independently as well as lead multiple project teams.
- Ability to build relationships with employees at all levels of the organization and perform in a broad range of environments including academic and business.
- Excellent analytical, organizational, planning, and problem-solving skills with ability to prioritize multiple projects under stringent deadlines, and respond to changing priorities.

**PREFERRED:**

- Doctoral Degree.
- Relevant experience in higher education.
- The College Crusade of Rhode Island and RI Gear Up.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*