



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Executive Director Strategic Initiatives
Status: Full-time, 35 Hours/Week (May include evenings, holidays or weekends depending on deadline requirements; special events or emergency situations)
Grade: 18
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: President

PRIMARY PURPOSE:

The role of the Executive Director of Strategic Initiatives is to plan, implement, and execute the strategic vision of RIC regarding academic, program, and/or operational initiatives. Incumbent will be required to execute projects or initiatives in accordance with the needs of the college and the public higher education system. 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 Executive 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 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.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree.

Experience:

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

Skills, Knowledge, and Abilities:

- Ability to manage at all levels, coordinating with numerous departments within an organization.
- Excellent written and verbal communication and influencing skills.
- Ability to work independently as well as lead multiple project teams.
- Exceptional 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 drive and complete multiple projects under stringent deadlines, and respond to changing priorities.
- An excellent problem solver, able to take disparate sets of quantitative and qualitative data and drive to innovative solutions.

PREFERRED:

- Relevant experience in higher education.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee may be exposed to known adverse weather or other 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.