

**SEPTEMBER 2017**  
**FLSA: EXEMPT**  
**SALARY GRADE: T**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**EXECUTIVE DIRECTOR, CORPORATE AND BUSINESS INNOVATION**

**BASIC FUNCTION:** Under the supervision of the area Dean, responsible for managing consulting and training programs, employee improvement contracts, direct the development of curriculum, hiring of consultants, instructors and delivery of training, marketing, community outreach, social network marketing and public relations; assists in the development and submission of grants as they relate to business and corporate development and delivery of services; and provides contract administration and general office administration (coordination of office services, such as purchasing, budget reports, and payroll).

**SUPERVISORY RESPONSIBILITIES:** Provides supervision and direction to personnel assigned.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Develops, monitors and expands services and programs for Corporate and Business Innovation (CBI). Directs and facilitates the design of new business models, value propositions, and growth strategies for businesses that results in job growth and a vibrant business community.
2. Creates and facilitates forums (CEO, management, manufacturing, etc.) for new business concepts and ideas to grow. Oversees and facilitates the creation of innovation engines that function alongside a current business that results in new and sustainable value monopolies for an enterprise. Brings together the private and public sectors to effectively collaborate to create collaborative advantages for businesses and academic institutions.
3. Serves as catalyst for technology transfer and the repurposing of Federal Laboratory products and services from both NASA and the Navy for businesses and entrepreneurs. Explores the use of new emerging technologies (artificial intelligence, block chain, 3D printing, nanotechnology, photonics, robotics, etc.) that will assist corporations and businesses.
4. Assists companies to effectively operate in an economy where every business is connected; creates collaborative advantages. Directs and facilitates business evolution where businesses create value by directing employee passion and purpose.
5. Assumes responsibility for developing and distributing marketing materials and publications, including but not limited to, brochures, newsletters, media advertising, website, and social media; plus monitors progress of business outreach.
6. Assists in the development, implementation, and evaluation of training and employee performance improvement activities. Works closely with consultants and facilitators by guiding them to ensure high impact economic and workforce development, and to develop best practices.
7. Coordinates the activities and placement of consultants, trainers, volunteers, interns, and other staff and program partners. Coordinates communication and activities with business, industry, district personnel, trainers, government officials, faculty, and the public. Provides technical advice and assistance to clients concerning continuous improvement and business reinvention. Additionally, assists with instructional resources such as course outlines, job aids, and California Employment Training Panel contracts.
8. Assures accuracy of all client records and forms, as stipulated in federal, state, and RCCD-Office of Economic Development guidelines. Assumes responsibility for coordinating and compiling quarterly and/or semi-annual reports as required. Prepares and maintains a variety of records, lists and files related to department operations and activities, including budget and financial records.
9. Coordinates activities with the RCCD Business Office to ensure that funds received are deposited in appropriate accounts and all accounts payable are properly handled.
10. Manages staff, trainers, consultants, interns, and volunteers. Provides educational opportunities on matters related to operation and delivery of services. Manages the formal staff training and orientation

program. Oversees payroll time sheets and records of training hours and absences of full-time, hourly, trainers, classified staff and students.

11. Makes public presentations to groups and organizations and attends meetings and conferences to promote CBI activities. Maintains effective relationships with representatives of public and private agencies. Acts as liaison between students, staff, area Dean, community members, business leaders and trainers, and composes correspondence on a variety of departmental matters. Supervises facilities for training as needed, prepares requisitions and work orders for equipment repairs, manages inventory office equipment, and other CBI assets.
12. Develops new grant projects and works to build collaborative relationships with local economic, business and workforce development agencies.
13. Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** The equivalent of a Bachelor's degree from an accredited institution in business or a related field and five years of management experience working within an economic and/or workforce development organization are required.

**LICENSES / CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

- Adult learning styles;
- Employee performance improvement contracts;
- Recordkeeping techniques;
- Word processing, spreadsheet and database programs.

**ABILITY TO:**

- Quickly learn about District organization;
- Organize day-to-day operations;
- Exercise independent judgement;
- Generate revenue equal to or greater than expenses;
- Plan and organize work;
- Demonstrate oral and written communication skills; understand correct English usage, grammar, spelling punctuation and vocabulary;
- Understand modern electronic office procedures such as a personal computer and calculator;
- Apply laws, rules, and regulations involved in assigned activities;
- Meet schedules and timelines.

**CONTACTS:** Co-workers, support staff, supervisors, clients, and business community members.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.