



## Classification Description

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**Job Title: Director, Strategic Planning for Corporate and Community Education**      **Pay Grade: Administrator**

**Job Code: 4059**      **FLSA Status: Exempt**

### **Job Purpose**

This position is responsible for the planning, development, implementation, and supervision of the self-supporting non-credit Corporate and Community Education programs at FSW. Work includes initiating, developing, and promoting new course and program offerings. This position plans and coordinates seminars, workshops, short courses, and conferences both on and off campus. This position is based on FSW's Thomas Edison Campus in Fort Myers, FL and serves all of southwest Florida. **This position will be funded through continuing education operations and continuation of the position is dependent on available funds annually.**

### **General Responsibilities**

#### **Essential Functions**

Works with businesses and organizations within the community to identify and implement personal and professional development opportunities by creating new Corporate and Community Education programs and negotiating consultancy agreements.

Identifies corporate training instructional needs, consults with external organizations to identify opportunities for customized training, and recommends business proposals and training solutions to help them meet their organizational goals.

Leads the identification and management of Quick Response Training, Incumbent Worker Training, and related workforce training grant funded opportunities pursued by the College. Works with CareerSource to operationalize.

Serves as Project Director the Federal HMIT grant program, leads the implementation of this national train the trainer HAZMAT grant program.

Identifies and addresses workplace training and educational needs of the broader business community in collaboration with leadership in Workforce Education by implementing training/education needs assessments; identifying training/education objectives; negotiating training and grant contracts, implementing programs of study, and evaluating results.

Recruits, supervises, and evaluates appropriate trainers to meet the goals and objectives of Corporate and Community Education.

## DIRECTOR, STRATEGIC PLANNING FOR CORPORATE AND COMMUNITY EDUCATION

Promotes corporate and community training programs through personal contact, correspondence, and publication.

Directs the development and evaluation of training registration and reporting, working closely with the appropriate related offices.

Develops and completes reports meeting various grant reporting deadlines and provides quarterly analysis regarding Corporate and Community Education operations.

Secures appropriate instructors, providing guidance in methods and techniques as needed. Collaborates with appropriate staff and instructors in planning and preparing curriculum for Corporate and Community Education courses, workshops, conferences and seminars.

Oversees departmental budget and approves expenditures.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

A Master's degree from a regionally accredited institution of higher education in business, education, leadership, or a related field.

Five (5) years of full-time work experience in business, corporate training, continuing education, or related field.

Appropriate combination of education and experience may be substituted.

Ability to travel independently within the College's five-county service district.

Strong collaboration skills and ability to work closely with all a variety of stakeholders.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

## DIRECTOR, STRATEGIC PLANNING FOR CORPORATE AND COMMUNITY EDUCATION

- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 31, 2023. Revised: September 22, 2023.