

## Job Description

**Job Title: Managing Director- Global Business Development**

**JTC: CCV**

**Salary Range: N08**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for directing the activities of a specific department or organization ensuring business goals and objectives are met.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Manages the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission and goals of the organization/district. Complies with district policies/procedures as well as applicable local, state and federal rules and regulations.

Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction. Keeps up-to-date on trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.

Ability to use independent judgement as well as the ability to work collaboratively in a team environment. Networks with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas. Represents the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision making and time management. Provides staff with the tools, resources and materials necessary to meet the goals of the organization.

Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients and/stakeholders, both internal and external to the district.

Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment.



Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus five (5) years of work-related experience and two (2) years of supervisory experience Official transcripts required. Must have valid driver's license for offsite travel. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for directing strategies to position the district as a key source for business development for global companies. Utilizes best practices and new developments that have the potential to impact or influence DCCCD's efforts toward global economic development and growth. Understands DCCCD's policies and procedures, its unique blueprint, mission and programs, across all colleges, and how they relate to support district-wide globalization.

Performs research to gain better understanding of organizations within the Dallas/Fort Worth metroplex as well as current and potential global partners who are aligned with DCCCD's district-wide global goals. Collaborates and maintains effective partnerships with diverse internal/external constituents and stakeholders within the DCCCD network community to strategically target, attract and support Foreign Direct Investment (FDI), relocation and expansion projects that align with the strategic growth objectives of the metroplex.

Represents the district at various meetings and events to develop strong relationships with partner organizations and to cultivate partnerships with domestic and international entities that support DCCCD's mission and global objectives. Maintains membership and involvement in appropriate professional associations at the local, state and national levels related to global business development to ascertain new ideas and business needs.

Directs efforts of project teams to develop, organize and coordinate needs analysis, sales and global services and programming to position the district as a valuable asset to serve global business clients and other global-oriented constituents. Facilitates the use of marketing strategies and other promotional/informational content to design brochures, newsletters, web pages, handouts, and other district publications to promote district resources that support DFW and North Texas global economic development.

Communicates and shares information with candor that builds trust and enhances relationships. Demonstrates unquestionable integrity in every aspect of work and dealing with others, consistently modeling behaviors and values established by the district. Respects diversity of constituents and stakeholders in discussions and demonstrates an inclusive style.

Maintains flexibility and reacts to change appropriately. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability



to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other job duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*