



## Job Description

**Job Title: Project Lead – Goldman Sachs 10ksb Program**

**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 plus 4-5 years of experience in related field. Official transcripts required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Demonstrated ability to provide management and strategic direction in the operation of the Small Business Innovation Cultivator. Knowledge and experience working within a community college environment with the ability to support initiatives consistent with college/district mission and goals. Must be able to meet the foundational values of the Cultivator which are "Action, Service, Entrepreneurial Spirit, Inclusivity and Operational Excellence."

Responsible for facilitating the design, operation and management of the Small Business Innovation Cultivator. Must maintain a working knowledge of the missions of the various organizations housed in the Cultivator in order to understand their interests, needs and service delivery. Serves as mediator, negotiator, service concierge and building manager for the tenants in the Cultivator.

Demonstrated leadership for building strong partnerships and alliances to support diverse chambers of commerce, Small Business Development Centers, Goldman Sachs 10,000 Small Businesses and other organizations housed in the Cultivator. Ability to work with minority-owned businesses and organizations.

Evaluates and makes recommendations on organizations requesting housing in the Cultivator. Responsible for oversight of the Maker Space facility located inside the Cultivator and the development of an operational and sustainability plan. Supervises administrative staff and ensures appropriate staffing levels are maintained.

Must be able to make presentations to organizations regarding the mission of the Cultivator and provide performance dashboards to key stakeholders on a monthly basis. Supervises 3-5 employees. Develops and manages a budget of approximately of \$3-4 million dollar for the Cultivator.

Performs other job duties as required.

*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.*