

DIRECTOR OF STRATEGIC INITIATIVES

DEFINITION

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Chancellor of Yosemite Community College District, the Director of Strategic Initiatives provides high-level leadership and coordination in support of the Chancellor's institutional priorities. This position plans, organizes, and oversees the implementation of strategic initiatives and District-wide projects as assigned by the Chancellor. Serving as a senior advisor, the Director offers analytical, operational, and consultative support on complex issues impacting the District. The role includes leading cross-functional efforts, facilitating internal and external stakeholder engagement, advancing the Chancellor's strategic vision, and coordinating government, community, and public relations efforts.

DISTINGUISHING CHARACTERISTICS

The Director of Strategic Initiatives is an equity minded, dynamic leader who thinks strategically, partners with the Chancellor and Executive Leadership Team, and collaborates with individuals across campus to actively drive the strategic plan forward, building an atmosphere of coordination and clear understanding of the College's mission, vision, and goals. This position represents the Chancellor with various constituencies including faculty, staff, students, alumni, and various external entities such as local and state legislators, business, and community leaders. In addition, The Director of Strategic Initiatives advises the Chancellor on ensuring efficiency and effectiveness and optimizing resources. The Director of Strategic Initiatives serves as College District spokesperson principal management support to the Chancellor in handling a range of faculty, staff, student, and public and governmental affairs issues, directly handling matters of institutional importance on behalf of the Chancellor, as appropriate.

ESSENTIAL DUTIES

- Provide leadership to areas as assigned by the Chancellor; plan, organize, direct, implement, and monitor the activities, operations, and services of assigned areas.
- Partner with the Chancellor and Executive Leadership Team; collaborate with individuals across the College District to actively drive the strategic plan forward; build an atmosphere of coordination and clear understanding of the District's mission, vision, and goals.
- Serve as the Chancellor's Office liaison; represent the Chancellor with various constituencies; ensure the accurate, proper, and timely flow of information to and from the Chancellor's Office.
- Assist in negotiating labor contracts between the district and the assigned employee bargaining unit.

- Advocates for strategic alignment between institutional initiatives and administrative policies; collaborates with the Policy and Procedures lead, college leadership, and departments to support the implementation of updates that strengthen institutional effectiveness, accountability, and compliance with community college legislation.
- Assist the Chancellor with District government and community relations in the creation of executive level communications including talks, speeches, reports, and presentations.
- Support the Chancellor in recommending, designing, establishing, and maintaining an effective organizational structure and staffing to accomplish the organization's goals and objectives.
- Offer strategic guidance and contextual analysis to the Chancellor on high-impact institutional priorities, ensuring alignment with district goals and emerging trends in higher education.
- Support strategic management processes; program management for specific strategic initiatives out of the Chancellor's office that are critical in meeting the institution's strategic planning goals; assume responsibility for interacting with colleagues across the College District to ensure institutional alignment and synergy with the strategic plan.
- Interact with members at all levels of the College community for the purpose of defining, advancing, and assessing the work of the Chancellor's Office to ensure its continued effectiveness.
- Prepare and/or contribute to the preparation of reports, proposals, briefings, and presentations as well as responses to institutional, and strategic issues; assist with resolutions and alternative recommendations.
- Assist the Chancellor with correspondence including matters dealing with issues and subject matter requiring considerable sensitivity, discretion, judgment, or negotiation.
- Build and nurture relationships to serve as a resource for the Chancellor and point of contact as designated for key constituents to resolve complex issues and help move forward strategic priorities.
- Participate in key meetings with faculty, administrators, and others as needed and delegated; accurately represent the Chancellor's position in internal meetings and discussions to help drive understanding and move decision-making forward.
- At the direction of the Chancellor, assist in all aspects of College District administration; perform and direct special projects as assigned by the Chancellor.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Equivalent to a bachelor's degree with major course work in public administration, business administration, education, or a related field;
- **Experience:** Three (3) years of administrative experience working with executive level leaders in a community college setting.

Desirable Characteristics:

- Master's degree; experience working with higher education executives at an academic institution; experience with government relations and external relations; experience as chief of staff or similar; experience in governmental affairs; experience balancing strategic leadership with detailed involvement in support of accountabilities.

Knowledge of:

- Organizational, operational, and structural functions of postsecondary institutions. Principles and practices of strategic planning.
- Pertinent state, federal, and local policies, rules, and regulations including applicable sections of the State Education Code.
- Identified best practices and trends in the field of education.
- Principles and practices of program development, administration, and review.
- Methods and techniques of research, analysis, and decision making.
- Techniques in effectively representing the College District with government agencies, community groups, media, and various organizations and internal constituency groups.
- Written, presentation and verbal communication skills that can be applied across levels.
- Interpersonal skills using tact, patience, and courtesy.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Plan, organize, direct, and coordinate the work of the assigned area.
- Operate strategically and build partnerships and collaborations across the College District to facilitate decisions, ensure implementation, and actively drive the strategic plan forward.
- Establish an atmosphere of coordination and clear understanding of the College District's mission, vision, and goals.
- Effectively handle and resolve difficult and sensitive situations; respond to complex and sensitive requests and inquiries from students, staff, or the public.
- Understand the organization and operation of the Chancellor's Office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Exercise critical and independent judgment; use sound judgment in recognizing scope of authority.
- Manage multiple priorities and tasks with competing priorities to meet changing schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, compile, assemble, analyze, and interpret data from diverse sources.
- Work under steady pressure with frequent interruptions and a high degree of public contact.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Possession of a valid California Motor Vehicle Operator's License

Physical and Mental Standards*:

- **Mobility:** Ability to sit for long periods, move about an office, and occasionally travel.
- **Dexterity:** Fine manipulation sufficient to operate a keyboard, handle paperwork, and use office equipment.
- **Lifting:** Occasional lifting of materials up to 25 pounds.
- **Vision/Hearing:** Ability to read documents, work with computers, and communicate effectively.
- **Emotional/Psychological Factors:** Ability to work under pressure, meet deadlines, and handle personnel matters with professionalism.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- May require occasional evening or weekend hours.
- Occasional travel to district or off-site locations.

Class Adopted: 7/2025

Class Amended: