

EXECUTIVE DIRECTOR OF STRATEGIC INITIATIVES**DEFINITION**

Under the direction of the Chancellor, and as a member of the Chancellor's Cabinet the Executive Director of Strategic Initiatives supports the Chancellor and provides districtwide leadership in the coordination of government and community relations, and strategic initiatives.

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

The Executive Director of Strategic Initiatives reports directly to the Chancellor and is a member of the Chancellor's cabinet.

May provide direct supervision to administrative support staff, as assigned; may provide indirect supervision to other District staff on an assigned, project-by-project basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**• STRATEGIC INITIATIVES:**

- Oversee districtwide strategic initiatives, including cross divisional projects that advance institutional goals related to student success, enrollment, workforce development, equity, and community partnerships.
- Develop, manage, and track multiyear strategic plans and outcomes aligned with Chancellor level priorities.
- Partner with internal stakeholders (college presidents, vice chancellors, directors, faculty leaders) to ensure cohesive implementation and alignment across the district.
- Support the establishment and oversight of strategic partnerships that promote workforce development, economic impact, and student achievement.

• LEADERSHIP & ADMINISTRATIVE MANAGEMENT:

- Ensure transparency, accuracy, and integrity in all district policy and government engagement activities.
- Participate in college and District committees, events, staff development, and Cabinet and Board of Trustees' meetings as determined by the Chancellor.
- Coordinate major district events hosted by the Chancellor and Board of Trustees, including tours, receptions, and recognitions.

• COMMUNITY RELATIONS:

- Build and maintain relationships with community organizations, education partners, workforce agencies, nonprofits, and governmental bodies.
- Facilitate partnerships that strengthen YCCD's visibility, resource development, and strategic positioning in the region.
- Represent the District at community events, regional convenings, and statewide events.
- Build and maintain relationships with key stakeholders, including community leaders, alumni, donors, industry partners, and advocacy groups.

• **GOVERNMENT RELATIONS & LEGISLATIVE AFFAIRS:**

- Support the Chancellor with federal, state, and local government officials, legislative staff, regulatory entities, and higher education partners.
- Monitor and analyze state and federal legislation impacting community colleges; develop position statements and briefing materials for the Chancellor and Board of Trustees.
- Coordinate YCCD representation in legislative hearings, advocacy events, and cross agency collaborations.
- Advise the Chancellor on potential impacts of emerging legislation, policy proposals, and regulatory actions.
- Represent the district and Chancellor to local business and industry leaders, at public forums, community events, legislative hearings, and conferences.

• **POLICY DEVELOPMENT & STRATEGIC ADVISORY:**

- Lead the development, implementation, and interpretation of districtwide policies aligned with strategic priorities.
- Conduct research, environmental scans, and policy analyses to support evidence based decision making.
- Provide strategic support to the Chancellor and Cabinet on complex political, policy, and operational issues that may shape district outcomes.

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:** Master's degree in a related field.
- **Experience:** Five years of progressively responsible experience in community and government relations, policy development or strategic initiatives.

Preferred Qualifications:

- Experience within a California Community College district, CSU, UC, K–12 system, state agency, or similar public sector organization.
- Understanding of California legislative processes, higher education policy, and budget structures.
- Strong communication skills, coalition building ability, and strategic judgment.
- Experience as a spokesperson or public facing representative for an organization..

Knowledge of:

- Executive level communication and relationship management
- Policy analysis and legislative strategy
- Strategic thinking and organizational leadership
- Crisis communication and political navigation
- Equity centered leadership and community engagement
- Collaborative decision making and cross functional coordination

Ability to:

- To manage complex, cross-functional projects and provide strategic leadership at an executive level.
- Articulate the mission and value of community colleges to numerous public constituencies.
- Plan, organize, and administer a variety of complex projects.
- Provide oversight, monitoring and assessment of community partnerships.
- Establish and maintain positive working relationships with representatives of government, business and industry, media, public agencies and other community leaders.
- Write and edit high quality internal and external documents and publications.
- Communicate effectively; possess excellent communication (writing and speaking) skills.
- Promote the District's values of inclusiveness, tolerance and respect.
- Work well with all segments of a diverse college community; demonstrate sensitivity to and an understanding of the diverse ethnic backgrounds of community college students and staff.

Licenses and Certificates:

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

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level; occasional activities requiring full body exertion.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting::** some heavy physical effort that may include frequent lifting or moving of heavy parcels, machines or equipment of 50 or more pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

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

TYPICAL WORKING CONDITIONS

- This is a Chancellor's Cabinet-level role requiring periodic travel across the region, Sacramento, and statewide. Some evening and weekend commitments are expected due to legislative sessions, board meetings, and community events.

Class Adopted: 2026

Class Amended: