

Director, External Affairs Outreach

FLSA Status: Exempt

Pay Grade: 19

Job Title ID: 101501

Job Series/Job Family: President's Series / Government & Community Relations Family

Reports To

Special Assistant to the President/CEO

Job Purpose

To plan, develop and direct special projects and committees within the scope of External Affairs pertaining to government, community and nonprofit agencies.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Make contacts and establish meetings with local and regional business, industry and nonprofit leaders to develop new opportunities for partnership and training services.
2. Provides support in planning and developing activities of the Alumni Program, including marketing and outreach, and internal relationships within the college or other projects appropriate to expanding the College's Alumni Program. Provides Alumni Director staff assistance in the coordination of internal resources, and the marketing and outreach required to identify and cultivate alumni in private industry, public sector, and community action agencies.
3. Plans, coordinates, and cooperates with Executive Dean, Continuing Education to develop an outreach strategy to significantly expand and develop new and on-going work training relationships and course curriculums with Austin's growing industrial base and state, local and community based nonprofit agencies seeking fast track certification for employees to secure employment.
4. Provides grant support research and information, and assists in conceptualizing and developing grant-appropriate projects for both External Affairs and for CE Workforce programs.
5. Represents Governmental and Community Relations on behalf of the Special Assistant to the President on special projects and committees as directed.
6. Works with the Director, Center for Public Policy and Political Studies and the Coordinator, Student Government Association on special projects.
7. Provides assistance to External Affairs regarding timely funding and grant assistance opportunities at federal, state and private nonprofit agencies (i.e. conceptualization, research and coordination efforts).
8. Provides Center for Nonprofit Studies assistance in identifying and implementing internal curriculum partnerships, obtaining external support for new and ongoing initiatives (i.e. financial, in-kind, equipment, etc.).

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Public Affairs locally, statewide and nationally
- Program administration and project management.
- Supervisory principles, practices, and methods.
- Organizational Management.

- Research methods and standards.
- Resource development, grant standards, and fundraising.
- Institutional Advancement principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively supervising, leading and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body, faculty and community.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Reviewing and preparing narrative and statistical reports of research projects.
- Maintaining an established work schedule, including occasional evenings and/or weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow through.
- Maintaining confidentiality of information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching.
- Work is routinely performed in an office environment.

Work Experience

Required

- Three years related work experience, including supervisory work experience in public affairs, government service, or higher education agencies or institutions.

Preferred

- Ten years related work experience, including five years supervisory work experience in public affairs, government service, or higher education agencies or institutions.

Education

Required

- Master's degree in related field.

Preferred

- Master's degree in Public Affairs.

Licenses/Certifications

Required

- Valid Texas Drivers' License and reliable transportation for local district travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and

prudent actions to prevent others from engaging in unsafe practices.