



Oregon Community College Association
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<http://www.occa17.com>

OREGON COMMUNITY COLLEGE ASSOCIATION EXECUTIVE DIRECTOR POSITION

The Oregon Community College Association (OCCA) represents the seventeen publicly chartered community colleges and their locally elected board members. Founded in 1962, OCCA is an ORS 190 council of governments whose purpose is to support the colleges before policy-makers and partners whose actions affect the well-being of community colleges across the state.

Summary Statement of the Position:

The Executive Director is a collaborative and visionary leader and manager who leads the Association's efforts for the 17 community colleges, fosters strong advocacy efforts, and provides excellent organizational, staff and fiscal management. She/he is the primary voice for Oregon's 17 community colleges on legislative and regulatory issues at the state and federal level.

The Executive Director serves as OCCA's chief executive officer and reports to an elected Board of Directors through the Board President. The Board of Directors establishes policies and programs; and the Executive Director is responsible for their implementation and administration, as well as the leadership and management of the staff and administrative operations.

Position Responsibilities:

- **Leads and Advocates on Behalf Community Colleges**

Serves as the primary voice for colleges by advocating to and coordinating with state agencies such as the Higher Education Coordinating Commission and the Office of Community Colleges and Workforce Development. Leads Association work by advancing the OCCA legislative agenda. In collaboration with the OCCA Deputy Director, the Executive Director leads Association efforts for the community colleges on policy, state budget, and capital funding. Sets organizational strategy to meet community college legislative goals. Works to create unity among all 17 colleges around a common legislative agenda. Represents community colleges agenda to the media, the Oregon State Legislature, the Oregon Congressional delegation, the Oregon Governor's Office, state agencies and other associations to further OCCA agenda. The Executive Director also oversees the work of the Executive Director of the Oregon Student Success Center and will aid the Center's Director in engaging the OCCA Board and membership around statewide student success efforts.

- **Oversees OCCA Staff, Operations, and Budget**

Leads OCCA by promoting a sustainable and positive work culture that supports the OCCA staff in meeting Association goals and in their development as professionals. Hires, empowers, motivates, organizes, and coaches staff. The Executive Director determines and communicates performance expectations and responsibilities and conducts employee evaluations of all staff. The Executive Director is ultimately responsible for all projects pursued by OCCA staff. The Executive Director develops and implements strategic plans and annually provides a plan to the Executive Committee to use for the Executive Director's performance evaluation.

The Executive Director oversees OCCA's finances and works with the OCCA staff to develop the budget in order to meet the Association's needs and to provide the highest level of fiscal and operational integrity and transparency. The Executive Director works closely with staff to ensure the Association follows established operations and fiscal policies and maintains best practices. The Executive Director

will also establish and maintain strong internal controls and procedures for financial operations and reporting; and assure that actual expenditures reflect Board priorities as established in budgets and policies.

- **Empowers and Supports OCCA Board and Leadership**

Facilitates the OCCA Board and college presidents through regular meetings, retreats and committee work. Prepares for and assists board president with OCCA Board meetings and Executive Committee meetings. Creates OCCA board reports. Ensures the Board's annual leadership training meets the Board's goals. Develops conference agenda and assists with conference activities. Ensures OCCA bylaws and policies and procedures reflect best practices for board and association governance and operations. The Executive Director is accountable for carrying out OCCA Board goals and expectations set the by the Executive Committee and the Board.

- **Engages Board Members and Local Boards**

Provides clear and consistent communication and vision for the direction of the organization for the board and stakeholders. Understands and promotes policy-based board governance and role of board members vis-a-vis college administration. Engages and develops board members and others involved with community colleges in statewide issues and advocacy to continually build advocacy capacity and advance the OCCA statewide agenda. Helps in identifying, encouraging and developing volunteer leaders. Works to ensure that local community college boards members are engaged and informed around association goals on behalf the of the collective interest of colleges. Oversees Association activities providing an array of membership development events, conferences and other related opportunities.

- **Advocates State-Level Leadership of Student Success Efforts**

Supports statewide student success efforts by supervising the Executive Director of the Oregon Student Success Center and integrating the Center's work into the work of the overall Association, its membership, and its policy agenda.

- **Fosters Partnerships/Coalitions to Further Community College Interests**

Acts as the primary community college voice and liaison to relevant state agencies and offices as well as boards and commissions. The Executive Director is also responsible for effective coordination of advocacy efforts to such state-level administrative bodies.

Works with and continues to develop relationships with students, business, and labor organizations, community college groups, the Higher Education Coordinating Commission, Governor's Office, and legislators, among others, to advance OCCA's mission and goals.

- **Serves as Key Spokesperson to the Media and External Organizations**

In conjunction with the elected board president, the Executive Director serves as the chief spokesperson for the Association with the media as well as with college partners such as business, higher education organizations, labor, community organizations and the general public.

Knowledge, Skills and Abilities:

Leadership

Minimum qualifications

- At least 5-year work history demonstrating senior-level leadership and general management experience.
- Community college knowledge and background including an understanding of policy-based governance model.
- Ability to work collaboratively and effectively with a board of directors.
- Excellent presentation skills and ability to act as spokesperson for the Association in multiple venues.

Preferred qualifications

- Significant leadership experience in a collaborative environment.
- Senior-level experience in higher education, a related agency, and or association management. Knowledge of state-level agency and regulatory processes preferred
- Ability to conceptualize ideas and make decisions quickly and under pressure. Mental agility, flexibility, and entrepreneurial mindset.

Management

Minimum qualifications:

- Organizational management skills including strategic planning and budget management.
- Ability to read financial statements and develop organizational budget.
- Skill in team building, group leadership, and leading professional employees in the achievement of desired outcomes.
- Demonstrated ability in strategic planning both organizational and fiscal.
- Experience in promoting a culturally competent and diverse work environment.

Preferred qualifications:

- Experience of program planning and administration, coordination, staff and volunteer management.
- Ability to oversee concurrent planning and implementation, and both establish and meet deadlines.

Policy/Advocacy

Minimum qualifications:

- Minimum 5-year experience in working with legislative and regulatory processes. Demonstrated understanding of success with advocacy and communications in this area.

- Experience with and knowledge of state and nationwide student success efforts such as guided pathways and how to position the Association and its Oregon Student Success Center as a catalyst for those efforts.
- Ability to balance diverse interests and work successfully in a changing political environment.

Collaboration and communication skills

Minimum qualifications:

- Excellent interpersonal skills and proven relationship management experience with a board of directors, with multiple and diverse internal/external constituencies and government policymakers.
- Skill in effectively interacting and communicating, both orally and in writing, with staff, management groups and other stakeholders, including experience in presenting to boards, commissions or legislature.

Education and Basic Skills

Minimum qualifications:

- Bachelor's degree required.
- Ability to travel, work evenings, weekends.
- Basic computer skills including proficiency in Word, Outlook, Excel.

Preferred qualifications:

- Masters or higher degree.

Transferrable or Equivalent Skills

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you have strong written communication skills, a passion for political and policy work, and proven leadership experience, we would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

Physical Requirements: In this position, the employee must have the ability to lift 10 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the responsibilities of the position, the employee is regularly required to sit, stand, walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

Other Requirements: The employee is required to drive and travel throughout the state and accommodate evening and weekend schedules.

TO APPLY

Please submit the following material electronically to srgteam@synergyresourcesgroup.com

- A two-page cover letter outlining the knowledge and experience you bring to the position and why you are a good fit for this position.
- Please provide a response to the following three essay questions. Please limit each response to one page.
 1. What do you see as the greatest challenges facing Oregon community colleges at the state level; and describe how you would direct the organization to meet those challenges.
 2. Describe a time when you created agreement and shared purpose from a situation in which all parties originally differed in opinion, approach, and objectives.
 3. Describe a management decision that brought about positive changes and how those changes improved the organization.
- A resume detailing relevant experience, work history, education and accomplishments
- Three professional references may be requested later in the hiring process

Closing date: July 10, 2018

Anticipated start date: September 15, 2018

Equal Employment Opportunity Commission (EEOC)

OCCA is an equal opportunity employer that does not discriminate based on upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other legally protected characteristics.

American Disability Act (ADA)

OCCA complies with Title II of the ADA where it prohibits all public entities, regardless of the size of their work force, from discriminating in employment against individuals with disabilities.

Veterans Preference

OCCA complies with Oregon law requiring public employers to provide preference to veteran and disabled veteran applicants throughout the recruitment process.