

OCCA Executive Director

Knowledge, Skills and Abilities:

Minimum qualifications

- At least 5-year work history demonstrating senior-level leadership, general management experience, policy development and advocacy
- Demonstrated ability to work collaboratively and effectively with a board of directors
- Skill in team building and collaborating with stakeholder leaders to develop a common agenda leading to the achievement of desired outcomes
- A proven commitment to diversity, equity and inclusion and social and economic justice with evidence that demonstrates achievement of positive outcomes.
- Ability to lead strategic planning processes at the organizational and fiscal level and assure shared ownership to fulfill the strategic priorities
- Ability to balance diverse interests and work successfully in a changing political environment
- 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, and the legislature.

Preferred qualifications

- Knowledge and background that includes a deep understanding of higher education, particularly community colleges and policy-based governance
- Experience with and knowledge of state and nationwide student success efforts such as guided pathways and how to position the Association as a continued catalyst for those efforts
- Ability to conceptualize ideas and make decisions quickly and under pressure
- Mental agility, emotional intelligence, flexibility, and entrepreneurial mindset
- Significant leadership experience in a collaborative environment
- Knowledge of state-level agency and regulatory processes

Education and Basic Skills

Minimum qualifications:

- Bachelor's degree required
- Basic computer skills including proficiency in Word, Outlook, Excel, and presentation software

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 encourage you to apply, even if you do not meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact our consultants Greg Hamann ghamann5853@gmail.com or Mary Spilde spildem@lanec.edu 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

This is a full-time, salaried, non-exempt position. The individual in this position will occasionally be required to work outside of normal business hours (8 a.m. to 5 p.m.), including evenings or weekends. Overnight travel will be required. The employee is required to drive and travel throughout the state. There will also be occasional out-of-state travel to attend national conferences and meetings.

Working Conditions

Typical office environment. Work is conducted in an office environment with frequent interruptions. Simultaneously working on multiple tasks on a continual basis. Daily team interactions. Requires extensive computer use. May require work in excess of normal scheduled hours to meet high-volume and/or time sensitive workload and organization priorities. Requires physical activity normally associated sitting for extended periods, occasional bending, stooping, and lifting.