



Position Title:	Hospitality Institute Manager	
Reports To:	Department Chair	
Department:	School of Business	Job Code: 0145
Prepared By/Date:	Ivan Figueroa/07-02-2009	Job Group: PEC
Approved By/Date:	Rolando Montoya/11-06-2009	Salary Grade: 15
Revised:	Jennifer C. Brito/7-02-2009	FLSA Status: Exempt

Summary:

Provides direction and oversees the maintenance of the current and future Hospitality Institute programs and initiatives that provide training and job opportunities for dislocated workers in the Miami Dade County.

Essential Duties and Responsibilities:

- Provides staff leadership in ongoing management of Hospitality Institute's training program and other programs.
- Oversees, develops and manages all budgets, work plans and personnel of the Hospitality Institute.
- Works closely to Department Chair to monitor the internal operations of the Hospitality Institute to ensure that current and future programmatic needs of the organization are being met.
- Works with Miami Dade College School of Business administrators and staff to develop consensus on strategic planning to meet the goals and objectives of the Hospitality Institute.
- Actively develops grants at least two (2) fund raising opportunities per fiscal year and researches funding sources on behalf of the Institute.
- Develops and maintains effective relationships with appropriate public and private organizations particularly in the areas of education, foundation or other funding sources, social service and visitor and hospitality industry.
- Analyzes and interprets social trends affecting the goals and mission statement of the Hospitality Institute.
- Coordinates and organizes Institute Advisory Board Meetings, retreats and attends meetings as assigned.
- Assists with supervision and management of volunteer recruitment for the Hospitality Institute.
- Performs other duties assigned.

Knowledge, Skills and Abilities:

- Knowledge of budgeting and fiscal management principles and procedures.
- Knowledge of current developments/trends in area of expertise.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Strong interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to cultivate and maintain professional relationships with wide range of individuals and constituencies in a diverse community.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.

- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to respond to common inquiries or complaints from students, faculty, staff, regulatory agencies, or members of the community.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 10 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Business Administration, Public Administration, or Community Planning and six (6) years of experience in management or program management in the Hospitality industry, related industry or fund raising/development.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name