



**Position Title:** Executive Director - CBD  
**Reports To:** Vice Provost of Education  
**Department:** District Academic Affairs  
**Prepared By/Date:** Martha Arrieta/03/29/2011  
**Approved By/Date:** Pam Menke/04/06/2011  
**Revised:**

**Job Code:** 0610  
**Job Group:** PEC  
**Salary Grade:** 20  
**FLSA Status:** Exempt

**Summary:**

The Executive Director directs and supervises all phases of Completion by Design (CBD) project to design and implement model pathways to enhance completion rates of MDC students. During Phase I, leads the work of all MDC campuses coordinating efforts with Campus Presidents. Manages and engages with the state policy lead for the project, and collaborates with Florida Division of Colleges, Completion by Design Assistance Team and State Advisory Committee to review data, research practices, design model pathway to reach large cohorts of students. Delivers written implementation plan and budget for Phase II funding to College Leadership.

**Essential Duties and Responsibilities:**

- Provides leadership and directs all aspects of Phase I of Completion by Design project
- Coordinates the campus and college planning teams and meetings. facilitates communication between teams
- Organizes and coordinates statewide communication with the assistance of the state policy lead or designee
- Schedules, organizes and manages planning retreats for college CBD teams, resource members, and the state policy lead
- Works with MDC Institutional Research department to provide relevant data and research to support planning efforts and meet data submission requirements
- Ensures that the model pathway to completion is designed using proven and promising practices to reach a large cohort of students from the outset
- Works with the state policy lead to modify, to recruit and convene a statewide advisory committee and provides staff support to that committee
- Works with the state policy lead to modify and/or transform state policy as needed and, otherwise, ensures that the project is in compliance with the rules and regulations of the Florida Department of Education and MDC policies and procedures
- Supports the Completion by Design Assistance Team in its work with the College and the multi-state initiative
- Serves as spokesperson, generates and shares information to support the work across the college, Florida, and participating states
- Manages the CBD project budget
- Coordinates and organizes project internal and external dissemination efforts
- Provides updates to the College president, Executive Committee, and deans and directors' councils
- Prepares quarterly and annual reports, including final written implementation plan and budget for the Gates Foundation for Phase II funding
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals including faculty, student services professionals, staff, and senior administrators and internal and external constituencies
- Ability to coordinate and facilitate large group retreats and meetings
- Ability to build broad based support and participation across campuses and with state and other

external partners

- Skill in budget preparation and management
- Skill in computer applications
- Ability to define problems, collect and analyze data, establish facts and draw valid conclusions.
- Ability to identify strategies and support development practices that enhance completion rates.
- Ability to implement, evaluate, and scale up successful strategies
- Ability to read, analyze and interpret legal documents
- Ability to write and deliver presentations, reports and articles for publication that conform to prescribed style and format
- Ability to effectively present information to top management, peer colleges and statewide councils, statewide advisory committee, educational institutions, and/or members of the business community
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to identify strategies and support developmental of alternate sources of funding to sustain successful practices
- Ability to work in a multi-ethnic and multi-cultural environment

**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 is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, and talk or hear. The employee is occasionally required to stand and walk. The employee is also required to travel within and outside the State of Florida.

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.

- Master’s degree in a field focused on developmental studies, student services, or higher education administrations and seven (7) years of experience in higher education. Relevant managerial skills and demonstrated leadership and creative accomplishments in facilitating positive and effective departmental or institutional change.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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Printed Name