



<b>Position Title:</b>	Director, TSIC		
<b>Reports To:</b>	Dean, Students		
<b>Department:</b>	Take Stock in Children	<b>Job Code:</b>	0813
<b>Prepared By/Date:</b>	Alejandro Alvarez/7-8-2010	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Herbert Robinson/7-8-2010	<b>Salary Grade:</b>	18
<b>Revised:</b>	Jennifer C. Brito/7-13-2010	<b>FLSA Status:</b>	Exempt

**Summary:**

Directs and supervises all day-to-day operations of the Take Stock in Children Program of Miami Dade County, develops and directs all funding strategies to maintain and grow the program in order to serve the greatest number of students and engages in grant writing and leads overall fundraising efforts to maintain/increase program-funding levels.

**Essential Duties and Responsibilities:**

- Leads overall management of the local TSIC program.
- Develops and maintains strategic partnerships to provide sustainable long-term support for the program.
- Provides a highly visible leadership role in the community by enhancing the visibility and brand recognition of the organization.
- Grows funding by identifying, cultivating, soliciting, and closing donations from corporations, foundations, and individuals.
- Builds strong community awareness of the services and needs of the program.
- Coordinates and integrates initiatives that promote and enhance student services.
- Promotes and executes initiatives that maintain or increase funding base.
- Ensures proper fiscal controls and procedures are in place to promote transparency and accountability.
- Maintains and manages working budgets at the College and with the MDC Foundation.
- Recruits new membership and provides guidance to Leadership Council.
- 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 and constituencies in a diverse community.
- Skill in budget preparation and management.
- Skill in computer applications.
- Ability to identify strategies and support grant development to help achieve the College's mission and goals
- Ability to read, analyze, and interpret financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to identify strategies and support grant development to help achieve the College's

- mission and goals
- 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, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

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 and five (5) years in Business, Public Administration, Finance, or related field.
- Three (3) years of professional experience in education, training, or grant program administration

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name