

Foundation for Grossmont & Cuyamaca Colleges

8800 Grossmont College Drive, El Cajon, CA 92020

A 501 (c)(3) Charitable Organization in Support of Academic Excellence

**PROJECT MANAGER-M1
TRIO EDUCATION OPPORTUNITY CENTER**

The Program Manager assists the Associate Dean of Student Services in implementing the activities and objectives related to TRIO Educational Opportunity Center (EOC) and integrating these activities into the college's Student Services Division. This includes, but is not limited to, the planning, organizing, and management of the day-to-day operations of the EOC grant. EOC supports adults enrolling in college and career training programs. EOC reduces the unique barriers for adults re-entering education to support these prospective students in achieving their educational and career goals. The Program Manager will be supervised by the Grossmont College Associate Dean of Student Services and will be an employee of the Foundation for Grossmont and Cuyamaca Colleges.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage all aspects of the grant; plan, implement, and maintain compliance with grant work plan and objectives.
- Be responsible for leading a team to work directly with more than 800 program participants every year.
- Participate in college planning and implementation meetings to integrate the grant activities into the college operations. Collaborate with departments such as admissions and records and financial aid.
- Work with community partners to recruit students to participate in the EOC.
- Oversee grant reporting and tracking of funds.
- Oversee student data management and tracking.
- Maintain strong communications with colleges to promote the goals of the grant.
- Monitor the grant's program activities and budgets.
- Supervise a Program Specialist and Student Ambassadors.
- Prepare reports as required for the grant.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills
- Familiarity with adult education and higher education.
- Strong computer skills for communication, scheduling, tracking and reporting
- Knowledge of budgeting preparation and monitoring
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and contract monitors.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Bachelor's Degree with three years of experience in educational program implementation. Must have experience with working with diverse cultural and educational backgrounds. Preferred work background in TRIO programs and/or State and Federal grant programs management. Spanish or Arabic language proficiency preferred.

COMPENSATION:

The starting salary for this full-time position is \$77,388 (Management Salary Schedule 1), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place at Grossmont College with frequent activities on at other educational and workforce settings. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Grossmont College Dean of Student Services.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and current authorization to work in the United States.

**THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES
IS AN EQUAL OPPORTUNITY EMPLOYER.**

The Foundation for Grossmont and Cuyamaca Colleges is committed to the principles of equal employment opportunity. All qualified applicants for employment and employees shall have full and equal access to employment opportunities. The Foundation for Grossmont and Cuyamaca Colleges prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The district encourages candidates who are equity-minded and who value equity, diversity, and inclusion to apply. We actively seek to attract candidates from underrepresented groups.

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**PROJECT MANAGER-M1
STRONG WORKFORCE PROGRAM- CUYAMACA COLLEGE**

The Strong Workforce Project Manager will coordinate with the Dean of Career Education to implement grant funded projects and promote career education opportunities. The Project Manager will collaborate with the Dean and other stakeholders to implement and support local and regional Strong Workforce projects. The Project Manager will collaborate with K12 and Adult Education partners to implement Strong Workforce and regionally aligned activities.

The Project Manager will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCCD) and community programs. The Foundation is contracted by GCCCCD to provide support to specific grant-funded projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support the Division planning and managing Local and Regional Strong Workforce projects including uploading local projects in NOVA for and managing regional Strong Workforce projects. Lead the college's activities in reporting for Strong Workforce in NOVA.
- In collaboration with the Dean, promote and coordinate the implementation of Strong Workforce with department chairs.
- Manage the Career Education designated web page.
- Serve as collaborative partner with Student Services to strengthen and grow career services. Support college Job Development Case Management, Employer Relations Liaison and Work Based Learning team.
- Serve as a liaison for adult education, K12 partners and other regionally aligned grant-funded projects, including providing guidance on high school articulation, dual enrollment and university articulation efforts. Promote outreach opportunities to high schools and adult education.
- Attend Workforce Development Committee meetings; serve on regional strong workforce committees as assigned.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills.
- Proficiency in understand Career Education and its funding sources.
- Grant management and budget skills.
- Strong computer skills for communication, scheduling, tracking and reporting.

- Ability to manage multiple competing priorities and good organizational skills.
- Ability to work as a positive team member.
- Ability to work collaboratively and independently with committee members, business partners, and students.
- Ability to work in support of the college's mission to advance equity and social justice.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

A Bachelor's Degree and a minimum of five years of project management experience or equivalent. Master's degree preferred.

COMPENSATION:

The starting salary for this full-time position is \$77,388 (Management Salary Schedule 1), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont College campus but with frequent activities in the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Cuyamaca College CTE Dean.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

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actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

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PROJECT MANAGER-M2 PURCHASING AND CONTRACTS

The Project Manager will be employed by the Foundation for Grossmont & Cuyamaca Colleges. The Manager will oversee contracts and purchasing for the Foundation. The Project Manager reports to the CEO of the Foundation. The Foundation for Grossmont & Cuyamaca Colleges is a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, and the Grossmont-Cuyamaca Community College District (GCCCD).

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Lead and manage all contracts and purchasing functions of the Foundation**
Oversee foundation contracting and purchasing practices. Manage foundation contracts, district purchase orders and foundation purchasing. Support the CEO in organization, planning and implementation of new projects. Help to provide strategic vision for the Foundation.
Oversee 1099 reporting, provision of insurance certificates and foundation inventory. Set policies and priorities for foundation purchasing and contracts. Collaborate with the district on changes in purchasing and contracts processes.
Provide training to foundation staff on purchasing and contract processes.
- **Contracts Administration**
Oversee all contracting administration; ensure that contracts are in compliance with new laws and best practices. Oversee master agreements for the foundation.
- **Manage Purchasing**
Oversee purchasing for the foundation. Oversee purchasing processes to ensure compliance with government purchasing standards, transparency and preparation for audits. Oversee procurement card distribution.
- **Regional Strong Workforce Administration**
Manage contracts and financial reporting for Strong Workforce and K12 Strong Workforce. Create contracts for colleges and LEAs for each individual project, set up purchase orders, manage college and LEA NOVA reporting, review financial reporting and manage payments to colleges and LEAs. Oversee contracts and purchase orders for other Regional Strong Workforce activities. Support CEO and Regional Consortium Chair in budget management. Manage all Regional Strong Workforce deadlines.

- **Support Grant Management**
Support implementation of foundation grants. Support foundation and district staff in managing grants and monitoring grant budgets. Partner with foundation business office staff to troubleshoot grant challenges.
- **Promote and maintain relations with Foundation staff and college departments**
Support foundation staff, district administrators, faculty and staff in implementing projects and efficiently spending funds.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles and practices of contracting, procurement and purchasing; grant management and operational procedures.
- Principles and procedures of program development and administration, financial and statistical record keeping and report preparation.
- Methods and techniques of research, analysis, and decision-making.
- Principles and procedures of report preparation.
- Relevant organizational operations, policies, and objectives of GCCCD, both in general and as they apply to the Foundation for Grossmont & Cuyamaca Colleges.
- Communicate with individuals and groups
- Learn quickly the operations, policies, and procedures of the Foundation
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively
- Work independently with little direction; plan, organize and prioritize work; meet schedules and timelines
- Work confidentially with discretion; analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Associate's Degree in Paralegal or similar fields. At least four years of relevant work of experience in management or supervisor role related to administrative services. Preferred background in college administration.

COMPENSATION:

The starting salary for this full-time position is \$ 82,776 (Management Salary Schedule 2), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at GCCCD sites but with off-site meetings. Office, campus, and off-site environment; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Foundation CEO.

CONDITIONS OF EMPLOYMENT:

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PROJECT MANAGER-M2 ACCOUNTING AND FINANCE

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ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Lead and manage all accounting and finance for the Foundation**
Support the CEO in organization, planning and implementation of new projects. Help to provide strategic vision for the Foundation.
- **Manage Accounting**
Oversee a budget of more than \$40 million a year. Oversee all accounting practices; ensure that GAAP and best practices for government and nonprofit accounting are upheld. Ensure that invoicing is completed. Overseeing Workday for the foundation.
- **Manage Payroll**
Oversee to ensure payroll is completed every month. Manage payroll, benefits, CalPERS, and reporting. Review changes to state laws to ensure compliance with current laws and changes to procedures for payroll.
- **Manage Banking and Finance**
Oversee Foundation bank accounts, endowments and investments. Ensure that bank accounts are reconciled. Review banking for cash flow. Make recommendations to the CEO and Finance Committee to leverage the best returns possible for the organization.
- **Oversee Audits**
Partner with the CEO and District staff to complete annual audit. Work with grant managers to support grant-related audits.
- **Support Grant Management**
Support implementation of grants. Support grant staff in financial reporting. Monitor grants for overspending and underspending. Monitor grant payments.
Promote and maintain relations with Foundation staff and college departments
Support foundation staff, district administrators, faculty and staff in implementing projects and efficiently spending funds.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles and practices of budget preparation and administration; human resources management; contract development and management; procurement and purchasing; grant management and operational procedures.
- Principles and procedures of program development and administration, financial and statistical record keeping and report preparation.
- Methods and techniques of research, analysis, and decision making.
- Principles and procedures of report preparation.
- Relevant organizational operations, policies, and objectives of GCCCD, both in general and as they apply to the Foundation for Grossmont & Cuyamaca Colleges.
- Communicate with individuals and groups
- Learn quickly the operations, policies, and procedures of the Foundation
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively
- Work independently with little direction; plan, organize and prioritize work; meet schedules and timelines
- Work confidentially with discretion; analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration, non-profit management, accounting, business, human resources, or similar fields. At least four years of work of experience in role related to administrative services. Preferred background in college administration.

COMPENSATION:

The starting salary for this full-time position is \$82,776 (Management Salary Schedule 2), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

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WORKING CONDITIONS:

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PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

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CONDITIONS OF EMPLOYMENT:

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PROJECT MANAGER-M2 FUNDRAISING AND DEVELOPMENT

The Project Manager will work with the Director of Philanthropy to ensure that the annual fundraising plan is carried out. The Project Manager is responsible for stewardship of gifts to the foundation which includes overseeing the scholarship process, creating donor reports and managing communications with donors. The Project Manager will lead the Retiree Network and support the Alumni Network.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee scholarships to ensure that donors wishes are met. Create the scholarship application. Recruit, train and manage volunteers to read and score scholarship application. In collaboration with financial aid and the scholarship scorers assign scholarships to top scoring applicants who meet the criteria of each scholarship. Ensure that each scholarship awardee completes the requirements of the scholarship including sending a thank you letter.
- In collaboration with the Director of Philanthropy, steward scholarship donors. Coordinate donor and scholarship awardee “meet and greets” and help to create donor reports on scholarships.
- Lead the Retiree Network. With Network leadership, coordinate meetings, creating volunteer opportunities and keep Network members engaged. Share fundraising needs with Network members.
- Collaborate on the Alumni Network.
- Lead event management including the Annual Mixer and Change Makers Dinner. Support other events as needed.
- Lead Foundation Communications. Oversee the Foundation website. Manage Foundation Branding. Create donor communications, support the GCCCD Annual Report. Maintain photo gallery.
- Lead gift tracking. Manage the Donor CRM. Create reports as needed, use the CRM to innovate in fundraising planning.
- Support the Botanical Society. Meet with Botanical Society Members, track gifts and scholarships. Support stewardship of Botanical Society donors.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills

- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and community organizations

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree and five years of experience in fundraising, marketing or related fields.

COMPENSATION:

The starting salary for this full-time position is \$82,776 (Management Salary Schedule 2), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at GCCCD sites but with off-site meetings. Office, campus, and off-site environment; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the CAEP Project Manager.

CONDITIONS OF EMPLOYMENT:

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**PROJECT MANAGER-M2
CAEP TRANSITIONS SERVICES**

The Transition Services Manager is responsible for improving the design and implementation of student support services for the California Adult Education Program (CAEP). The Transition Services Manager will be employed by the Foundation for Grossmont and Cuyamaca Colleges and will work closely with Grossmont Adult School, Grossmont-Cuyamaca Community College District, Mountain Empire Adult Education and other partners.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Implement the student services plan for the East Region California Adult Education Program with input from all partners. Oversee Transitions Services for 500 students.
- Supervise and support Transitions Specialists.
- Identify best practices for assisting a diverse group of students in exploration and goal setting activities to identify students in need of transition support. Create a system to carry out these best practices.
- Identify and/or create pathways, resources, and networks for students interested in transitioning to postsecondary community college, career training and employment opportunities.
- Identify key social services resources to support students who need other kinds of support. Build relationships with agencies that student can benefit from.
- Collect, analyze, and interpret transition services data to identify areas for program improvement and ensure alignment with program goals and objectives.
- Collaborate with members to assess current data tracking systems related to transition services and participate in planning data tracking for the future.
- Research, identify, and coordinate relevant professional development opportunities for Transition Specialists.
- Maintain an active caseload of students to monitor shifting trends and student needs.
- Assist in marketing opportunities on behalf of the consortium and its members, including participating in and coordinating tabling at outreach events, facilitation of field trips, creating marketing materials with consortium and member guidelines and assisting with social media efforts.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills

- Familiarity with workforce development, adult education and community colleges
- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and community organizations

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in behavioral science or education with five years of experience in education counseling, career counseling, social services or related fields. Master's Degree in counseling or behavioral science preferred. Bilingual strongly preferred.

COMPENSATION:

The starting salary for this full-time position is \$88,548 (Management Salary Schedule 3), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont Adult School campuses but with frequent activities on Grossmont-Cuyamaca Community College District and Mountain Empire Adult Education campuses. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the CAEP Project Manager.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

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PROJECT MANAGER-M3

STRONG WORKFORCE PROGRAM- GROSSMONT COLLEGE

The Strong Workforce Project Manager will coordinate with the Dean of Career Education to implement grant funded projects and promote career education opportunities. The Project Manager will collaborate with the Dean and other stakeholders to implement and manage local and regional Strong Workforce projects. The Project Manager will collaborate with K12 and Adult Education partners to implement Strong Workforce and regionally aligned activities.

The Project Manager will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCCD) and community programs. The Foundation is contracted by GCCCCD to provide support to specific grant-funded projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- In collaboration with the Dean, represent Career Education at the College as well as external groups and industry partners with the goal to promote the opportunity in the Career Education Division.
- Support the Division planning and managing Local and Regional Strong Workforce projects including uploading local projects in NOVA for and managing regional Strong Workforce projects. Lead the college's activities in reporting for Strong Workforce in NOVA.
- In collaboration with the Dean, promote and coordinate the implementation of Strong Workforce with CE Program Coordinators, department chairs and in other divisions at the College.
- Manage the Career Education designated web page.
- Serve as collaborative partner with Student Services to strengthen and grow career services. Support college Job Development Case Management, Employer Relations Liaison and Work Based Learning team.
- Serve as a liaison for adult education, K12 partners and other regionally aligned grant-funded projects, including providing guidance on high school articulation, dual enrollment and university articulation efforts. Promote outreach opportunities to high schools and adult education.
- Serve as a central resource contact for regional and local business and education groups in exploring Career Education programs.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills.
- Proficiency in understand Career Education and its funding sources.
- Grant management and budget skills.
- Strong computer skills for communication, scheduling, tracking and reporting.
- Ability to manage multiple competing priorities and good organizational skills.
- Ability to work as a positive team member.
- Ability to work collaboratively and independently with committee members, business partners, and students.
- Ability to work in support of the college's mission to advance equity and social justice.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

A Bachelor's Degree and a minimum of five years of project management experience or equivalent. Master's degree preferred.

COMPENSATION:

The starting salary for this full-time position is \$88,548 (Management Salary Schedule 3), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont College campus but with frequent activities in the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Grossmont College CTE Dean.

CONDITIONS OF EMPLOYMENT:

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Foundation for Grossmont & Cuyamaca Colleges
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A 501 (c)(3) Charitable Organization in Support of Academic Excellence

PROJECT MANAGER-M3
FOSTER AND KINSHIP CARE EDUCATION PROGRAM

The Project Manager will be employed by the Foundation for Grossmont and Cuyamaca Colleges. The Program Manager will be responsible for the day-to-day operations of the program and will focus on operations, management, recruitment, staff hiring, support of networks with stakeholders, development of program curricula/services, and completion of administrative reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage program and grant budgets, and ensure completion of objectives as identified in the program plans such as grant/program reporting. Oversee a \$1.4 million annual budget.
- Plan and monitor the implementation of the program elements such as the training program, workshops and mentoring activities. Ensure a schedule of high quality trainings with an emphasis on lived experience of resource parents and trauma informed care.
- Supervise a team of 40 full and part-time staff. Build a collaborative relationship with the team.
- Partner with the local foster/adoptive parent and relative caregiver community, the Health and Human Services Agency Children's Services Bureau staff, and other related community-based organizations.
- Facilitate the FAKCE Advisory Committee.
- Attend and actively participate in statewide and regional program directors' meetings and conferences and local County Health and Human Services Foster Care related meetings.
- Participate in relevant professional development activities.
- Implement and maintain an effective marketing campaign.
- Identify and submit relevant grant proposals to augment funding in support of the FAKCE Program.
- Oversee program tracking utilizing appropriate forms and electronic database.
- Oversee modification and updating of program database and website as needed.
- Contribute data and information to the centrally housed database.
- Keep official records and collect data required by Foundation and District policies and administrative procedures; submit records and data at times specified by management.

- Provide for the proper use, care, and security of equipment; promote security for same.
- Maintain management of safe conditions and eliminate potential hazards.
- Perform related duties and responsibilities as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills.
- Principles and practices of FAKCE program development, implementation, training and evaluation.
- The California Community Colleges Foster and Kinship Care Education Program and the Cc of San Diego Health and Human Services Agency.
- Principles of grant-writing process and identification.
- Traditional and emerging models of foster, adoptive and kinship care education and policy
- Multi-cultural training needs and special needs of minority and immigrant communities.
- Pertinent federal, state, and local codes, laws, regulations, and policies.
- Techniques and practices of public speaking.
- Modern office procedures, methods, and equipment including computers and applicable software.
- Principles and procedures of statistical record keeping and report preparation.
- Plan, organize, execute policies, develop program budget and manage other activities of the FAKCE Program.
- Maintain an effective record-keeping and reporting system.
- Maintain an effective outreach program for recruitment of participants.
- Organize complex projects.
- Interpersonal skills using tact, patience, and courtesy.
- Excellent oral and written communication skills.
- Develop and conduct presentations to small and large groups, by representing the FAKCE Program at conferences and on committees.
- Conduct meetings and serve on committees.
- Analyze problems and identify solutions in support of goals.
- Interpret and apply applicable federal, state, and district policies, laws, and regulations.
- Develop and maintain collegial relationships with partners and stakeholders.
- Meet schedule and time-lines.
- Work independently with little direction.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of foster, adoptive and kinship parents.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's Degree in Child and Family Development, Social Work or other related field; Master's degree is preferred.

COMPENSATION:

The starting salary for this full-time position is \$88,548 (Management Salary Schedule 3), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont College campus but with frequent activities in the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the FGCC CEO.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

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IS AN EQUAL OPPORTUNITY EMPLOYER.**

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The district encourages candidates who are equity-minded and who value equity, diversity, and inclusion to apply. We actively seek to attract candidates from underrepresented groups.

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**PROJECT MANAGER-M3
BORDER HEALTH INITIATIVE**

The Project Manager will be employed by the Foundation for Grossmont and Cuyamaca Colleges, to provide support to the California Department of Public Health.

The California Department of Public Health, Office of Binational Border Health (OBBH) focuses on emerging public health issues, informs and educates public health professionals, and assesses the health status of the border region with four main goals to: 1. Assess and monitor border and binational public health issues; 2. Optimize border and binational communication, coordination, and collaboration on public health issues; 3. Build capacity in California and Baja California to effectively address public health issue; 4. Increase awareness among state and local agencies, policy makers, the public, and other stakeholders about border and binational public health issues, and the role of COBBH in addressing these issues.

Job Summary: The Project Manager assists the Chief of the California Department of Public Health, Office of Binational Border Health in oversight of office operations and development of border and binational health projects and programs. This position is responsible for administrative and program operations of state and federally funded program activities as mandated by state contract and program statute and under the general direction of the Chief.

The Binational Program Manager will carry out the functions of state and federally-funded grants and cooperative agreements and surveillance, binational communication, and emergency preparedness and response activities within the Office of Binational Border Health. This position is responsible, but not limited to for strengthening infectious disease surveillance, maintaining binational communications and data sharing capabilities, and fostering collaboration between the U.S. and Mexico public health officials. This position will also be instrumental in working on non-infectious disease projects, such as environmental health, chronic diseases and mental health. The Manager may also provide technical assistance to local health jurisdictions by implementing joint border and binational projects of mutual interest.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage the completion of administrative and programmatic mandates as required by CDPH to include the design, implementation, and analysis of regional and binational public health projects as mandated by program statute and under the general supervision of the Chief. Projects are usually of high complexity and with a great potential impact in local, regional, and binational public health.
- Participate in border health meetings, and committees to ensure OBBH is represented.

- Oversee management of project monitoring and evaluation.
- Collaborate with Mexican epidemiologists and public health professionals in the investigation and control of binational outbreaks.
- Regularly exchange public health information with Baja California and other Mexican epidemiologists and public health personnel.
- Formulation of policies and procedures.
- Support office mandates such as the annual border health status report.
- Ability to work closely with U.S. and Mexico health officials at the federal, state and local levels and possess necessary protocol and diplomatic skills to communicate and interact effectively on public health issues of mutual interest.
- Understand cultural sensitivities and appreciate local customs and culture.
- Analyze and evaluate health policies and health indicator data and make public presentations as needed.
- Draft bill analysis on legislation impacting the work of the Office of Binational Border Health.
- Preparing, negotiating and monitoring contracts and sub-contracts.
- Compiling state contracts, reports and articles for publication.
- Identify funding resources, write and review grant proposals, and make recommendations to the Chief and other State and Federal officials.
- Assist staff in the completion of scope of work activities, planning of conferences, workshops and general meetings.
- Comply with state and contract accounting and budget procedures.
- Provide staff training and development in the field of border and binational health.
- Represent the California Department of Public Health in national and international meetings.
- Research literature on border health and prepare reports for publication.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills
- Fluency in writing and spoken English and Spanish
- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, colleagues, and community organizations

- Ability to quickly learn and apply management skills and professional protocols relating to public health
- Knowledge of the theory and principles of U.S. and Mexico health services program design and methodologies

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Master's in Public Health or equivalent; emphasis on epidemiology is preferred. Must be proficient in spoken and written English and Spanish. Must be willing and able to travel within California, the U.S. and Mexico with appropriate documentation to travel in both countries. Three years of experience in program management.

COMPENSATION:

The starting salary for this full-time position is \$88,548 (Management Salary Schedule 3), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: • This position is hybrid, requiring onsite work at the Office of Binational Border Health in San Diego as well as remote work from home. This position requires travel within the United States and to Mexico. The Project Manager must have the ability to travel to and from Mexico. A valid California Driver's License is required.

Office and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Chief of the California Department of Public Health, Office of Binational Border Health.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

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**PROJECT MANAGER-M5
EAST REGIONAL ADULT EDUCATION CONSORTIUM**

The Project Manager supports the members of the East Region Adult Education Consortium (ERAЕ) in its implementation of the California Adult Education Program. In collaboration with the ERAЕ Leadership Council, coordinate planning processes, track reporting for the consortium, support members in implementing projects, and supervise staff. The Project Manager will be employed by the Foundation for Grossmont and Cuyamaca Colleges and will work closely with Grossmont Adult School, Grossmont-Cuyamaca Community College District, Mountain Empire Unified High School District and other partners.

The Project Manager will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCD and community programs. The Foundation is contracted by GCCCD to provide support to specific grant-funded projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support members in implementing the Three-Year Plan and Annual Plan.
- Responsible for overseeing the CAEP budget of \$10 million shared with three members and the Foundation.
- Work with members to build pathways to adult education and from adult education to college and career.
- Responsible for grant logistics and reporting for GCCCD. Work with stakeholders at GCCCD to connect and align GCCCD programs to adult education.
- Responsible for reviewing all member's plans, budgets and reporting and approving reporting on behalf of the consortium.
- Implement special projects for members including, but not limited to, dual enrollment and supporting GCCCD in building aligned noncredit programs.
- Responsible for Governing Board meetings with Executive Level members. Work with Leadership Council to set agendas that help Governing Board members understand Adult Education and prepare them to make decisions on the consortium. Draft presentations, invite guest speakers, manage all aspects of the meetings.
- Responsible for the Leadership Council. Prepare agendas that ensure Leadership Council members are prepared for report deadlines and Governing Board meetings. Work with members to ensure that Council has materials and information needed at meetings to make required decisions and recommendations.
- Host and support the program advisory committees, monitor communications activities in the consortium to ensure stakeholders have access to critical information.

- Support the implementation of student services and curriculum development activities with guidance from the members.
- Support and promote consortium and member promotional and marketing activities.
- Supervise project staff frequently in collaboration with other stakeholders.
- Maintain strong communication with Grossmont Adult Education staff, Grossmont-Cuyamaca Community College District staff, Mountain Empire Unified High School District and community partners.
- Work with members to connect to community organizations.
- Monitor program activities and budgets. Prepare reports as required for the grant.
- Oversee purchases, contracts, and stipends for GCCCD's budget.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills
- Proven track record of collaborative work and solution-focused problem-solving skills.
- Familiarity with workforce development, adult education and community colleges
- Strong computer skills for communication, scheduling, tracking and reporting
- Knowledge of budgeting preparation and monitoring
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and contract monitors

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's Degree with five years of experience in educational program implementation or equivalent. Experience background in Adult Education or Career Education strongly preferred. Master's Degree in counseling or behavioral science preferred. Bilingual strongly preferred.

COMPENSATION:

The starting salary for this full-time position is \$94,668 (Management Salary Schedule 4), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont Adult School campuses but with frequent activities on Grossmont-Cuyamaca Community College District and Mountain Empire Adult Education campuses. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Director, Community and Workforce Partnerships.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

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**PROJECT MANAGER-M5
K14 TECHNICAL ASSISTANCE PROVIDER**

The K14 Technical Assistance Provider (TAP) serves school districts and community colleges in the San Diego and Imperial Counties Region to improve Career Education opportunities for students. This position reports to the Regional Consortium Chair and is governed by terms of the grant or sub-agreement that funds the position. This is a full-time, 12-month a year position that is grant funded.

The TAP provides regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) for K-12 and intersegmental partnerships in the K12 Strong Workforce Program (K12 SWP). Through the duration of the grant, the TAP provides its region's K12 Pathway Coordinators with technical assistance and professional development support.

The TAP is responsible for facilitating the region's K14 Technical Assistance Project.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Assist LEAs with grant applications.

Create shared resources, including templates, toolkits, and guides for K12 Pathway Coordinators to disseminate to partners of pathway improvement initiatives.

Identify and analyze structural barriers in implementing pathways from the field, and pilot regional and state level solutions.

Data Projects

Provide leadership to the regional consortium around K12 metrics and their relationships to community colleges.

Champion accurate data collection, reporting, use, and communication to enhance K14 pathway transitions and student outcomes. Cornerstone activities to guide pathway improvement initiative development include, but are not limited to:

Coordinate with the Centers of Excellence to review and disseminate information on the region's current labor market trends and gaps

Network Convening

Convene an ongoing K12–community college network focused on K12 partnerships with community colleges and businesses to support K12 pathway improvement activities.

Move network beyond building awareness of pathways to scaling practices in the region.

Professional Development

Plan, coordinate and/or implement regional professional development opportunities for K12 Pathway Coordinators, as well as stakeholders on key K14 topics relevant to the region.

Facilitate communities of practice on key regional topics.

Provide support for implementation of CTEIG and K12 SWP.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- California K12 data collection systems and practices.
- K12 and Community College data and data tools used to assess student outcomes, program performance, and labor market information.
- Personnel and budget management principles, procedures, and strategies.
- Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
- Public relations, group presentations, and effective communication in a diverse environment.
- Public speaking, workshop development, and group facilitation principles and practices.
- Student advisement and career exploration strategies, K12 Career Technical Education programs, and community college career education pathways.

ABILITY TO:

- Conduct meetings, facilitate groups and workshops.
- Instruct practitioners on how to use K12 and Community College data tools to assess student outcomes and program performance.
- Develop and administer a comprehensive program work plan, budget, and outcomes.
- Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Use computer software for word processing, spreadsheets, databases, and presentations.
- Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
- Travel to off-campus functions and transport presentation materials and equipment.

- Organize and conduct special events in conjunction with other college departments and programs.
- Attend instructional and student services meetings, as well as regional or State Career Pathway and Dual Enrollment meetings, as needed.
- Represent CTEIG and K12 Strong Workforce Pathways at relevant state and federal conferences and industry events. Conduct meetings, facilitate groups and workshops.
- Instruct practitioners on how to use K12 and Community College data tools to assess student outcomes and program performance.
- Develop and administer a comprehensive program work plan, budget, and outcomes.
- Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Use computer software for word processing, spreadsheets, databases, and presentations.
- Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
- Travel to off-campus functions and transport presentation materials and equipment.
- Organize and conduct special events in conjunction with other college departments and programs.
- Attend instructional and student services meetings, as well as regional or State Career Pathway and Dual Enrollment meetings, as needed.
- Represent CTEIG and K12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university and five years of full-time K-12 school district, county office of education, college, or university work experience in a leadership position. Master's degree preferred.

COMPENSATION:

The starting salary for this full-time position is \$101,256 (Management Salary Schedule 5), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: This is remote position with frequent activities throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Regional Consortium Chair.

CONDITIONS OF EMPLOYMENT:

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**PROJECT DIRECTOR-M7
REGIONAL DIRECTOR OF APPRENTICESHIPS**

The Apprenticeship Director will co-create, develop and lead the regional apprenticeship efforts for the San Diego & Imperial Counties Community Colleges Regional Consortium and its colleges. In addition to providing support for the colleges, this position will manage apprenticeship program standards, rules, and regulations in compliance with appropriate government agencies and assist in developing appropriate apprenticeship/experiential learning programs across the region by leveraging partnerships and resources. The Apprenticeship Director will work under the direction of the Regional Consortium Chair.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develops, manages, and markets apprenticeship and experiential learning programs and partnerships, and other grant projects.
- Establishes and leads interagency partnerships with education, workforce and economic development stakeholders to streamline services and resources.
- Researches and analyzes non-curriculum training and educational needs of the communities throughout the region.
- Negotiates experiential learning pathways program agreements with employers and labor organizations in the region, provides appropriate education and training, and solicits funding and resources for co-sponsorship of programs from various businesses, labor representatives, colleges, and professional organizations.
- Establishes a region-wide funding strategy and sustainability plan for apprenticeships and experiential learning.
- Establishes goals and objectives for assigned area(s) of responsibility in concert with the regional plan, goals, and objectives.
- Collaborates with regional K-12 districts, Adult Education, and Continuing Education to create pre-apprenticeship programs and apprenticeship pathways.
- Compiles data and generates reports to analyze program effectiveness and/or disseminate program information to stakeholders; makes recommendations for improved processes.
- Provides technical assistance for the Regional Consortium and its colleges.
- Represents the San Diego & Imperial Counties Regional Consortium with community, governmental and advisory groups applicable to economic and workforce development and participate in local, regional, state, and federal activities and initiatives to promote the San Diego & Imperial Counties Regional Consortium as needed.

- Seek out grant opportunities that support colleges in the region. Carry out grant activities, reporting and manage budgets.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of principles of leadership;
- Demonstrated knowledge of curriculum development and standards for academic, apprenticeship, experiential learning and work-based learning programs;
- Demonstrated knowledge of budgetary planning;
- Demonstrated knowledge of process improvement and development of policy and procedures;
- Demonstrated knowledge of contemporary issues and challenges facing community colleges;
- Demonstrated knowledge of laws, rules, and regulations pertaining to the administration of apprenticeship, experiential learning and work-based learning programs, budgets, and reporting;
- Ability to demonstrate mature judgment, ability to maintain a level of confidentiality, initiative and critical thinking;
- Ability to meet deadlines and work under pressure;
- Professional appearance and attitude;
- Ability to maintain a professional demeanor at all times; including the ability to work effectively within a diverse work group;
- Excellent written, verbal and interpersonal communication skills proficiency with Microsoft Outlook, Word, PowerPoint, and Excel;
- Ability to relate to and work with diverse people and communities;
- Ability to build and maintain relationships with regional colleges, employers, community organizations, industry, and education partners;
- Ability to provide leadership and strategic direction for educational programs engaged in apprenticeship, experiential learning, and work-based learning;
- Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organization.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree (or equivalent skills) with five years of experience coordinating apprenticeship programs, conducting work-based learning activities, or managing career advising/internship services. Experience must include one year of lead, supervisory or management experience. A Master's degree is preferred. Experience working with programs related to community colleges and Career & Technical Education is preferred.

COMPENSATION:

The starting salary for this full-time position is \$115,824 (Management Salary Schedule 7), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: This is remote position with frequent activities throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Regional Consortium Chair.

CONDITIONS OF EMPLOYMENT:

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**PROJECT DIRECTOR-M7
REGIONAL DIRECTOR FOR HEALTH INITIATIVES**

Regional Director for the Health Initiatives serves the 10 colleges in the San Diego and Imperial Counties Region to support innovation, alignment to health industry needs and represent the region to employers. This is a strategic position, adding value to individual college programs by responding to significant labor market trends, engaging industry participation, and arranging funding that help build initiatives throughout the region to increase student success. This position reports to the Director of Strategic Partnerships in the Regional Consortium. The Director will be employed by the Foundation for Grossmont & Cuyamaca Colleges.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Represent regional colleges with business and industry and other stakeholders to create career educational opportunities for students.
- Identify industry priorities through industry data, LMI data, and Centers of Excellence research.
- Collaborate with the Regional Consortium Chair and Director of Strategic Partnerships to represent the region with in partnerships with Economic Development Agencies, Workforce Development Boards, employers and community organizations.
- Lead the Regional Health Care Dean Community of Practice, bring resources to the group to help raise the quality and access to health pathways in the region. Identify needs of the colleges and lead efforts to find solutions. Establish and carry out an annual work plan.
- Collaborate with K12 Districts and Adult Education providers on strengthen health pathways for students. Connect education partners with industry to align curriculum and programs to industry need.
- Support colleges in identifying long-term solutions to challenges related to clinical placement shortages. Ensure that community colleges are represented in regional clinical placement engagements. Research national efforts on this issue to look for practical solutions in San Diego and Imperial Counties.
- Support regional colleges and other education entities by providing leadership technical assistance in the health sector as needed. Maintain expertise in each college's health programs and unique challenges.
- Seek out grant opportunities that support colleges in the region. Carry out grant activities, reporting and manage budgets.
- Support regional industry advisory councils
- Assist colleges in executing successful initiatives.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of principles of leadership;
- Demonstrated knowledge of curriculum development and standards for academic, experiential learning and work-based learning programs;
- Demonstrated knowledge of budgetary planning;
- Demonstrated knowledge of process improvement and development of policy and procedures;
- Demonstrated knowledge of contemporary issues and challenges facing community colleges;
- Demonstrated knowledge of laws, rules, and regulations pertaining to the administration of apprenticeship, experiential learning and work-based learning programs, budgets, and reporting;
- Ability to demonstrate mature judgment, ability to maintain a level of confidentiality, initiative and critical thinking;
- Ability to meet deadlines and work under pressure;
- Ability to maintain a professional demeanor at all times; including the ability to work effectively within a diverse work group;
- Excellent written, verbal and interpersonal communication skills proficiency with Microsoft Outlook, Word, PowerPoint, and Excel;
- Ability to relate to and work with diverse people and communities;
- Ability to build and maintain relationships with regional colleges, employers, community organizations, industry, and education partners;
- Ability to provide leadership and strategic direction for educational programs engaged in apprenticeship, experiential learning, and work-based learning;
- Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organization.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

A minimum of a Bachelor's degree; a health-related certification or advanced degree strongly preferred. A minimum of five years of experience in the health industry; a background in community college education, workforce or economic development preferred.

COMPENSATION:

The starting salary for this full-time position is \$115,824 (Management Salary Schedule 7), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: This is remote position with frequent activities throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Director of Strategic Partnerships.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and current authorization to work in the United States.

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IS AN EQUAL OPPORTUNITY EMPLOYER.**

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Foundation for Grossmont & Cuyamaca Colleges

8800 Grossmont College Drive, El Cajon, CA 92020

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**PROJECT MANAGER-M7
DIRECTOR OF PHILANTHROPY**

Under the direction of the CEO, the Director of Development will lead the cultivation, solicitation and stewardship of charitable gifts to the Foundation for Grossmont & Cuyamaca Colleges (FGCC). The Director of Development will be employed by the Foundation for Grossmont & Cuyamaca Colleges, which is contracted by GCCCD to provide project implementation support services. While this job description provides a broad description of the duties and responsibilities of the Director of Development, it may not be inclusive of all related assignments.

The Director of Development is responsible for developing and implementing a comprehensive fundraising plan, the identification, cultivation, solicitation and stewardship of donors who want to make a difference in the lives of Grossmont and Cuyamaca Community College district students. He/she will develop strong relationships with the many stakeholders that make our community great – faculty, staff, retirees, students, and donors alike. He/she will develop a multi-year fundraising and engagement strategy with emphasis on increasing current giving levels and engaging new donors and sponsors. The Director will cultivate and engage new and existing donors, increase their overall giving with an emphasis on the amount of donations to FGCC and incorporate strategies to retain current donors and return lapsed donors. Manage and support volunteers assisting in the engagement and solicitation of current and prospective donors.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Create and execute major gifts and planned giving strategies for cultivating, soliciting and stewarding corporate sponsors and donors to reach the fundraising goals.
- Identify, qualify, cultivate, solicit and steward prospects and organizations capable of making significant donations, especially through alumni and friends of the Foundation.
- Manage and track a comprehensive pipeline of donors and prospects.
- Work collaboratively with – and in support of – volunteers, other Foundation staff, and District leadership to cultivate and solicit donors for districtwide priorities.
- Be an enthusiastic presence on campus, well-versed in the incredible learning opportunities offered by our campuses. Engage regularly with faculty and students to identify/create opportunities for donor engagement.
- Oversee the design and implementation of a calendar of events for donors and prospects.
- Supervise other fundraising staff and support them in meeting fundraising goals.
- Oversee recognition program and donor stewardship

- Adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitudes, and convey sensitivity to the needs of the donors.
- Be a resource for other District employees who are pursuing their own fundraising initiatives, providing counsel and guidance as needed.
- Organize and maintain a variety of complex files and records often involving materials of a confidential nature; maintain confidentiality of records and information, including information regarding board, donors, alumni or controversial matters.
- Make decisions in accordance with laws, regulations, policies and procedures and apply them to problem situations.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of fundraising best practices and basic prospect research methods
- Interpersonal skills using tact, patience and courtesy
- Experience in major gifts cultivation and solicitation strategies
- High level of emotional intelligence
- Ability to communicate verbally with individuals and make effective presentations to groups
- Ability to perform complex and responsible outreach and communication duties
- Learn quickly the operations, policies, and procedures of FGCC
- Ability to interpret, apply and explain rules, regulations, policies and procedures
- Ability to work independently with little direction; plan, organize and prioritize work; meet schedules and timelines
- Ability to establish and maintain cooperative and effective working relationships with others
- Experience with planned giving and endowment programs, a plus

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent experience. Requires at least four years of fundraising experience at a leadership level.

COMPENSATION:

The starting salary for this full-time position is \$115,824 (Management Salary Schedule 7), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at the GCCCD campuses but with frequent activities on throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the FGCC CEO.

CONDITIONS OF EMPLOYMENT:

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IS AN EQUAL OPPORTUNITY EMPLOYER.**

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PROJECT DIRECTOR-M11

DIRECTOR OF STRATEGIC PARTNERSHIPS

The San Diego and Imperial Counties Community College Consortium is implementing a bold approach to workforce development. Part of this approach includes a coordinated and integrated employer engagement model to better understand the needs of employers and reflect those needs in the college graduates. This position, Director of Strategic Partnerships, will serve as a key player in the refinement, implementation, and management of this employer engagement model. The successful candidate will contribute to and help operationalize the vision for successful employer engagement by building collaborative relationships with priority industry sector leaders, various regional economic development organizations, colleges and other stakeholder groups; facilitating and coordinating regional activities and initiatives; and building alignment with regional employers and the local job market and economy. This position will report to the Regional Consortium Chair.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work with stakeholders to create and implement a strategic plan for employer development and engagement which leverages existing and new employer partnerships as well as alumni and parents; and that increases the number of internships and job opportunities for San Diego and Imperial County community college students.
- Oversee a team of Employer Relations Liaison (ERL) representing each of the colleges in the region. In collaboration with regional Deans, supervise the work and outcomes of each ERL ensuring they are meet their metrics and effectively connecting campuses to employers.
- Collaborate with the Regional Consortium Chair to represent the region with in partnerships with Economic Development Agencies, Workforce Development Boards, employers and community organizations.
- Represent the region on CCCCCO related groups as assigned by the Regional Chair.
- Support regional colleges and other education entities by providing leadership technical assistance in Employer Engagement as needed. Maintain expertise in work-based learning and wage data collection to support colleges and regional initiatives.
- Lead the Employer Engagement Workgroup and Career Navigation and Work-Based Learning/Job Placement communities of practice for the Regional Consortium. Set an agenda that informs and builds the capacity of regional professionals.
- Leverage and analyze data to inform the development, maintenance, and growth of strategic employer relationships across the priority industry sectors, creating opportunities for all academic areas of study.

- Oversee evaluation to inform continuous improvement of regional employer engagement model.
- Manage multiple projects and activities with complex needs, competing demands, and various timelines.
- Represent the region at relevant events with external constituents, professional associations, and relevant career and workforce development initiatives.
- Stay abreast of recruiting practices and hiring preferences of employers and communicate to stakeholders.
- Oversee orientation for employers to the effective use and interaction with the regional system/model.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated understanding of purpose, principles, and function of adult education and community colleges, and problems encountered by disadvantaged populations.
- Knowledge of college systems and Career Education programs in the county.
- Demonstrated relationships with industry leaders in San Diego and Imperial Counties.
- Knowledge of methods and techniques of job development and placement; local labor market trends and employment opportunities.
- Knowledge of workforce development, internship and apprenticeship programs.
- Excellent written, verbal and interpersonal communication skills and high levels of cross-cultural competence.
- Demonstrated use of effective communication strategies, including developing and delivering impactful presentations (virtual and in-person).

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Minimum 5 years of experience with Master's degree in Higher Education, Business, Leadership, or related field or 7 years of experience with a Bachelor's degree in Higher Education, Business, Leadership, or related field.

COMPENSATION:

The starting salary for this full-time position is \$151,536 (Management Salary Schedule 11), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: This is remote position with frequent activities throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the Regional Consortium Chair.

CONDITIONS OF EMPLOYMENT:

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**PROJECT DIRECTOR 12
K16 COLLABORATIVE**

The K-16 Collaborative Director will provide the leadership for managing the Border Region Inclusive Talent Pipeline and oversee the implementation of this grant in the region. The K-16 Collaborative is comprised of partners in education from K-12 districts, community colleges and public universities and business partners in San Diego and Imperial Counties. The Director will collaborate with the Steering Committee, Implementation Committee, workforce and economic development partners and practitioners to increase education and career outcomes of diverse students in San Diego and Imperial Counties. We are seeking a visionary leader who can support K12 and college leadership in transformative work.

The Border Region Collaborative has strategically aligned our grant activities to support, enhance and accelerate important work that is already happening in the region. Our investments are concentrated on improving student achievement and employment outcomes with a focus on eliminating gaps and increasing social mobility. We are looking for a Director with experience in inclusive economic and workforce development and advancing equity.

The fiscal agent for this project is the Grossmont-Cuyamaca Community College District; the Director will be an employee of the Foundation for Grossmont & Cuyamaca Colleges. This is a full-time, 12-month a year position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide leadership, facilitation, and planning in consultation with education leaders, economic and workforce development partners and industry to support regional coordination and implement regional projects.
- Oversee the management of all aspects of the K16 Collaborative grant including developing plans, implementing projects, setting priorities, supervising staff and consultants and monitoring and evaluating results. Facilitate participation from around the region to ensure that projects are well supported.
- Ensure that the grant activities complement other regional initiatives with a focus on increasing student success metrics and eliminating equity gaps in education and career outcomes.
- Manager and oversee the grant budget of \$18 million.
- Work with Steering Committee to impact and positively influence regional policies and practices to strengthen diversify the talent pipeline in San Diego and Imperial Counties.
- Represent the region in the community and serve as the regional point of contact for the K16 Collaborative. Facilitate coordination with all stakeholders. Apply participatory

governance principles and interpersonal relationship building in a fair and consistent manner.

- Manage the Collaborative's logistics and collaboration tools, including websites. Ensure effective methods of communication between member colleges to provide relevant information concerning consortium.
- Facilitate and oversee the paid internship program serving more than 600 students including contracting with an employer of record, coordinating with partners to ensure enough internships are available and manage the internship budget.
- Manage grant budgets, grant reporting, and staff supervision. Oversee contracting process with all partners, review deliverables and approve payments based when deliverables are achieved. Monitor and implement continuous improvement in project activities.
- Represent the region with the grant funder. Monitor changes to the grant requirements, related grants, and the state budget. Share information with regional stakeholders and provide input to the state based on regional priorities.
- Collaborate with related regional projects.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional ability to interact effectively with K12 and college leaders, industry leaders and other stakeholders
- Experience in designing, implementing and managing of grant-funded programs for education and workforce development
- Ability to facilitate complex and high-level meetings with more than 25 participants
- Experience in budget preparation and management with budgets over \$1 million
- Excellent oral and written communication skills, ability to create reports and multi-media presentations
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

A minimum of a Master's degree and a minimum of seven years of leadership experience in education and workforce development; a background in project development and implementation; and experience in collaborative projects.

COMPENSATION:

The starting salary for this full-time position is \$162,072 (Management Salary Schedule 12), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont College but with frequent activities throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the FGCC CEO.

CONDITIONS OF EMPLOYMENT:

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**PROJECT DIRECTOR 12
REGIONAL CONSORTIUM**

The Regional Consortium Chair will provide the leadership for managing the California Community Colleges San Diego and Imperial Counties Regional Consortium, and oversee the implementation of the Strong Workforce Program and other workforce development related funding in the region. The Regional Consortium is comprised of the ten regional community colleges of the San Diego and Imperial Counties Community College Association (SDICCCA). In collaboration with the Dean's Council, the Regional Oversight Committee, the Workforce Development Council, and SDICCCA to develop and implement regional community college workforce development projects.

San Diego and Imperial Counties has strategically aligned our Regional Strong Workforce activities to support, enhance and accelerate the implementation of Guided Pathways and Employer Engagement. Our investments are concentrated on improving student achievement and employment outcomes with a focus on eliminating equity gaps and increasing social mobility. We are looking for a Regional Consortium Chair with experience advancing equity in inclusive economic and workforce development. The fiscal agent for this project is the Grossmont-Cuyamaca Community College District; the Chair will be an employee of the Foundation for Grossmont & Cuyamaca Colleges. This is a full-time, 12-month a year position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide leadership, facilitation, and planning in consultation with Career Education (CE) deans, other college leaders, faculty, Centers of Excellence, Technical Assistance Providers and other workforce development partners to support regional coordination and implement regional projects. Ensure that every community college in the region is aware of opportunities to participate in regional work.
- Collaborate with K12 leaders and partners to implement the K12 Strong Workforce Program including the annual K12 Strong Workforce grant and contracting process.
- Represent the SDICCCA Community Colleges in partnerships with Economic Development Agencies, Workforce Development Boards, employers, community organizations, CCCCCO and other government entities.
- Oversee the management of all aspects of the Regional Strong Workforce including developing plans, implementing projects, setting priorities, supervising staff and consultants and monitoring and evaluating results. Facilitate participation of college administrators and faculty from around the Region to ensure that projects are well supported.

In collaboration with the Foundation and the District, oversee the implementation of the Strong Workforce budget of \$24 million.

- Ensure that Regional Strong Workforce complements Guided Pathways efforts with a focus on increasing student success metrics and eliminating equity gaps in career education outcomes.
- Support the Regional Strong Workforce implementation of the regional Employer Engagement model in alignment with member colleges and employer needs
- Support the regional program approval process and regional responsibilities under Perkins.
- Facilitate coordination with SDICCCA, the Regional Oversight Committee, the Regional Career Education Deans, WDC and workgroups. Apply participatory governance principles and interpersonal relationship building in a fair and consistent manner.
- Manage consortium logistics and collaboration tools, such as websites and newsletters. Ensure effective methods of communication between member colleges to provide relevant information concerning consortium.
- Provide leadership in budget management, grant reporting, and staff supervision. Monitor and implement continuous improvement in project activities.
- Monitor initiatives to keep the work of Strong Workforce aligned and relevant to the activities of SDICCCA colleges and the inclusive regional economic development efforts.
- Represent the region with CCCCCO, monitor legislation, the state budget and new initiatives. Share information with regional stakeholders and provide input to CCCCCO based on regional priorities.
- Oversee other regional CCCCCO funded regional workforce development projects.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional ability to interact effectively with college leaders and other stakeholders
- Experience in designing, implementing and managing of grant-funded programs for regional colleges Community college systems and workforce development
- Ability to facilitate complex meetings with more than 25 participants
- Familiarity with the Strong Workforce Program
- Experience in budget preparation and management with budgets over \$1 million
- Excellent oral and written communication skills, ability to create reports and multi-media presentations
- Ability to manage multiple competing priorities and good organizational skills

- Ability to work as a positive team member

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

A minimum of a Master's degree and a minimum of five years of experience in workforce development preferably at the community college level; a background in career education, economic & workforce development, and regional project development; and an understanding of the role of CTE deans and campus faculty. Preferred experience as a CTE Dean.

COMPENSATION:

The starting salary for this full-time position is \$162,072 (Management Salary Schedule 12), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont College but with frequent activities throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

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CHIEF EXECUTIVE OFFICER

THE EMPLOYER

The Foundation for Grossmont & Cuyamaca Colleges (FGCC) is a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCCD) and the region. FGCC is an Auxiliary organization of GCCCCD, per section 72672 of the California Education Code. The CEO will be employed by the FGCC.

THE POSITION

The CEO oversees a large, dynamic non-profit at a community college district, supporting two colleges and providing leadership in regional workforce development projects.

Reporting to the Board of Directors, the CEO will be responsible for oversight, leadership and operation of FGCC, managing grant development and fundraising, grant implementation and related leadership responsibilities. The CEO must be a skilled fundraiser, proposal writer and project manager with demonstrated success in each area.

BASIC FUNCTIONS

Under the direction of the Board, lead the operation of the FGCC. Supervise the Foundation Business Office which is responsible for all day-to-day operational activities of FGCC. Oversee fundraising and grant development for GCCCCD and its colleges. Maintain effective relationships with the Board, Grossmont College, Cuyamaca College, GCCCCD, stakeholders, donors and the community.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Leadership and Operations

- Provide leadership to plan, organize, and operate FGCC aligning with the institutional goals of GCCCCD.
- Supervise the Director of Operations, Director of Development and other staff to effectively administer FGCC operations. Maintain compliance with state and federal rules and requirements and effectively raising money for the organization and GCCCCD.
- Serve as the leader of FGCC employees. Oversee communications with employees, provide periodic professional development for employees and monitor employee morale.
- Serve as the representative of FGCC to the GCCCCD, and maintain a positive and generative relationship with the District's CEO and leadership team, to advance the mission of the district.

Grant Development and Management

- Lead and coordinate grant development activities so as to achieve the strategic grant priorities of GCCCD, its two colleges and the Foundation, including creatively seeking public and private funding sources to assist students.
- Identify potential funding sources and the appropriate college teams to develop and write responsive proposals to obtain those funds. Coordinate the development of grant and other funding proposals for the colleges, GCCCD and the Foundation. As needed, assume lead responsibilities for designing and writing proposals.
- In collaboration with college and District leaders, create and maintain systems to obtain manage and retain competitive grants and funding. This includes ongoing communication regarding funding priorities, the strategies to identify funding sources, the procedures and timelines for developing grant proposals, and the communication of results of proposals.
- Provide effective oversight and management to ensure the preparation of invoices to grant funders for payments and of receivables from grant funders. Ensure timely reporting to funders.

Fundraising

- Oversee fundraising for GCCCD, its two colleges and the Foundation. Ensure that donations are properly managed and stewarded.
- Supervise the work of the Director of Development to identify prospective donors, oversee donor relations and connect donors to projects at the colleges.
- Ensure that adequate funds are raised to provide scholarship, support programs and meet the needs of GCCCD.

Budget

- Ensure that FGCC develops, implements, and manages (in close coordination with the Chief Financial Officer of FGCC) the FGCC budget, to ensure the fiscal integrity of the FGCC.
- Supervise the work of the Director of Operations in preparing the budget, monitoring expenditures, reporting financial statements and preparing for annual audits.
- Ensure that purchasing and contracting processes are consistent with best practices.

Outreach

- Represent FGCC to the public and community, and other official public and private agencies.
- Coordinate FGCC programs with business, industry, community organizations and other educational institutions, as needed.

Other

- Meet or exceed all performance goals and objectives
- Perform related duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written, verbal and interpersonal communication skills
- Familiarity with workforce development, adult education and community colleges
- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and community organizations
- Experience supervising diverse personnel in a range of programs and positions.
- Experience in managing and/or administering annual budgets in excess of \$10 million dollars.
- At least five years of successful grant development experience.
- Demonstrated success in obtaining funding for grants exceeding \$1 million.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Requires a Master's degree, or a Bachelor's degree and at least 5 years of leadership experience in a college or non-profit organization. Requires experience in leading nonprofit organizations or departments in a college at progressive levels of responsibility. Leadership may be at an assistant director level.

COMPENSATION:

The starting salary for this full-time position is \$161,496/month (Executive Salary Schedule), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at the GCCCD campuses but with frequent activities on throughout the region. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

Work under the supervision of the GCCCD Chancellor.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and current authorization to work in the United States.

**THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES
IS AN EQUAL OPPORTUNITY EMPLOYER.**

The Foundation for Grossmont and Cuyamaca Colleges is committed to the principles of equal employment opportunity. All qualified applicants for employment and employees shall have full and equal access to employment opportunities. The Foundation for Grossmont and Cuyamaca Colleges prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The district encourages candidates who are equity-minded and who value equity, diversity, and inclusion to apply. We actively seek to attract candidates from underrepresented groups.