

## Qualifications – Education & Experience

Graduation from an accredited four-year college or university with a major in, education, business administration, public administration or a closely related field; and at least four years of progressively responsible experience working in the area of contract education, working with business and industry, or development of corporate training and employee development programs, at least three of which were in a supervisory or program/project management capacity; or in equivalent combination of training and experience.

## Personnel Management

Directly supervises a small support staff.

## Skills & Abilities

- Contract education concepts and principals and general business practices.
- Federal, state and private granting/contract agencies' organization, structure, practices, processes and advanced terminology related to grant development, submission, administration and compliance.
- Local economy and labor market trends.
- Needs and concerns of business community.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Uses of word processing, spreadsheet, presentation, database and other software to complete proposals and reports and access and maintain a wide variety of grant-related data and information, including technical and specialized data.
- Research methods and data analysis techniques.
- Principles and practices of public administration, including budgeting, accounting, purchasing and maintenance of public records.
- Principles and practices of effective management and supervision.



## Skills & Abilities, cont.

- District classified human resources policies and procedures and labor contract provisions.
- Manage, oversee and administer the assigned grants, contracts or programs and staff of the Workforce & Economic Development department including, applied technologies, workplace skills.
- Proactively research and identify appropriate contract offerings and grant opportunities that complement District and department mission, goals, objectives, structure and practices.
- Draft clear, concise, comprehensive and accurate proposals/applications and contracts.
- Interpret, explain and apply relevant laws, codes and regulations related to Contract Education administration and compliance.
- Operate a computer and appropriately use word processing, spreadsheet, presentation, database and other software.

## The Application Process

All applications must be complete and submitted online by 11:59 pm on Oct. 30, 2015 at [https://jobs.smc.edu/applicants/jsp/shared/Welcome\\_css.jsp](https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp).

Application documents must include:

- A completed District application;
  - Cover letter to include why you are interested in the position;
  - A detailed resume of professional experience;
  - Copies of transcripts (need not be official);
  - Three (3) letters of recommendation.
- Important to note:**
- Incomplete applications will not be considered.
  - If assistance is needed, contact the Office of Human Resources, 310.434.4415

## General Information

For additional information regarding this position, including benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

## EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>

## Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College  
1900 Pico Boulevard  
Santa Monica, CA 90405

For questions or assistance, contact:  
Office of Human Resources  
Tel: 310.434.4415  
Hours: M-F 8:00am—5:00pm PT  
[www.smc.edu](http://www.smc.edu)



**Santa Monica College**

**Position Announcement**

**Director of  
Business  
Development**

**\$123,014—\$142,606**

**Applications accepted online  
Sept. 17—Oct. 30, 2015**

**Equal Employment Opportunity Employer**



**Changing Lives in the Global Community  
through  
Excellence in Education**

# FOCUS



# VISION



# Committment



## The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

**Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.**

## The Position - Director of Business Development

Under the direction of the Dean of Workforce and Economic Development, the Director of Business Development is responsible for providing administrative leadership for the Entrepreneurship and Business Innovation Center and related programming. The Director will provide services to the small business and college community and support local economic growth and innovation. This work includes the creation and implementation of contract education and other revenue-generating opportunities relevant to corporate clients and the business community in general. This position will insure Santa Monica College (SMC) maintains a leadership role in local economic development and industry-based training.

The Director will develop and implement activities to increase both efficiency and effectiveness in the delivery of corporate training, and other revenue-generating programs, with a focus on employer engagement strategies and services to local small business community.

## Primary Duties & Responsibilities

The Director of Business Development will manage and coordinate the development and execution of a variety of projects related to the workforce development contracts and grants:

- Provide oversight and fiscal management to ensure sustainable budget models for programmatic activities in accordance with District policies, with a minimum goal of self-sufficiency and a long-term goal of appropriate revenue generation for the institution;
- Establish and implement an entrepreneurial business plan to develop business, align

## Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

## Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



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## Primary Duties & Responsibilities, cont.

corporate training growth, operations and outreach with the goals and objectives of the Office of Workforce and Economic Development;

- Grow corporate clients served and implement strategies that successfully recruit eligible, employers and training partner organizations to grow contract training revenue;
- Develop and implement activities in order to increase efficiency and effectiveness in the delivery of corporate (industry-specific) training, and other revenue-generating programs such as those contracted with public or private agencies. Design and execute customized training activities related to the Employment Training Panel (ETP) contract while also implementing and evaluating programmatic outcomes of the ETP contract;
- Expand local entrepreneurial & tech start-up programming that integrates educational and hands-on support to students and faculty.
- Work closely with the director of career and contract education to expand the variety and offerings of professional development and certificate programs;
- Monitor ETP and other training activities to ensure quality control, ensure accurate attendance, data management, evaluations, and record keeping. Participate in internal and external accounting and training audits as needed;
- Identify and expand economic development opportunities targeting local, regional and international firms that strive to address community training needs, including services for small business and entrepreneurs;
- Provide leadership for assigned customized training staff in order to ensure the deployment of the fullest array in educational/training service.

**Investing in Santa Monica is investing in the future.**