



**Executive Dean
Non-Bargaining Unit**

**Grade 21
Exempt**

Basic Function

The Executive Dean provides key support to the President in implementing the vision, agenda, and strategic initiatives for the college. Represents the college in initiating and managing external partnerships and collaborations. Functions as the chief advancement officer for the college, overseeing the areas of development and external communications. Oversees the areas of recruitment, admission and strategic enrollment management. Assists in the organizational development of the college, and in personnel, legal, and policy matters as needed.

Characteristic Duties and Responsibilities

- Provide support to the president in managing sensitive and confidential matters
- Play a leadership role in the implementation of the college's strategic initiatives
- Plan, implement, and manage key external partnerships and collaborations
- Represent the college in various associations and organizations statewide, regionally and nationally
- Nurture and develop relationships with the college's base of donors
- Oversee the development operation of the college in raising funds for operations, annual fund, scholarships and building the college's endowment
- Provide strategic direction for the college's messaging and external communications
- Provide strategic leadership for enrollment management statewide
- Assess the college's strengths, areas of weakness and future potential for enrollment development
- Play a leadership role in the daily management and evolution of the college
- Serve on CCV's President's Council and other College committees and work groups
- Assist President with budget development and monitoring for the college
- Perform additional duties as assigned

Supervision Received

The Executive Dean reports to the CCV President.

Supervision Exercised

Administrative and functional supervision of three to five direct reports and responsible for the management of the development, communication, admissions, and enrollment areas of the college.

Minimum Qualifications

This position requires high skill level in interpersonal communication, project management, problem-solving, organizational development, and the ability to work in and foster a highly

collaborative and inclusive environment. At least ten years' experience in an executive capacity in higher education. Master's degree is required.

- Excellent administrative and organizational skills
- Excellent written, verbal, presentation and interpersonal communication skills
- Experience in development, public relations and strategic communications
- Experience in recruitment, admissions and enrollment management
- Extensive experience with personnel and supervision
- Understanding of the unique role of the college in Vermont and the diverse constituencies which the college serves across the state.
- Knowledge of higher education policies and procedures

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification.