

Class Code: 1201  
Position# NUNC (E)  
Developed by: LEC  
Reviewed by: DLJ  
Approved by: LK  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Director, Office of Strategic Initiatives

**DIVISION:** Academic Affairs (Feinstein College of Education and Professional Studies)

**REPORTS TO:** Dean, Feinstein College of Education and Professional Studies

**GRADE:** 16

**SUPERVISES:** Professional and clerical support staff; Assistant Director

**BASIC FUNCTION:**

Drive organizational change, revenue, partnerships, community engagement, outreach activities, innovative initiatives and strategic growth for both the Feinstein College of Education and Professional Studies and the University of Rhode Island. Provide leadership/oversight, strategic direction, administrative management and assessments of the entrepreneurial segment of the Office of Strategic Initiatives, including the current Office of Special Programs and the Center for Human Services, with emphasis on contracted and academic and non-academic initiatives. Work closely with a range of stakeholders to develop and support the educational, research, and outreach activities of the College of Education and Professional Studies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain the day-to-day high quality leadership/oversight duties of the Office of Strategic Initiatives.

Have direct oversight and supervision of the directors, staff, and consultants in Special Programs and the Center for Human Services.

Lead and grow both academic and non-academic partnerships, certificate programs, for-profit programs.

Work with the Dean in providing leadership in the development of community engagement and workforce and economic programs that address the needs of local, regional, and state businesses and industries and the stated mission, goals, and priorities of the Feinstein College of Education and Professional Studies and University of Rhode Island (URI.)

Take a leadership role in creating innovative educational opportunities for learners of all ages including, but not limited to, innovative non-credit programs, programs for URI alumni and corporate partners, and outreach to K-12 students and educators.

Work with the Provost, URI Deans of degree granting colleges, and department chairs and directors of academic and non-academic units to grow programs for executives and professionals.

Plan, develop, implement, and lead innovative partnerships with business and industry in the community.

Create revenue generating professional development projects and opportunities.

Work to enhance collaboration to create innovative initiatives that support the URI and the College of Education and Professional Studies.

Collaborate with the Dean of the Feinstein College of Education and Professional Studies in the hiring of instructors and other personnel for all OSI-related academic, non-academic and certificate courses.

Oversee training and development, program evaluation, curriculum development, organizational development, coaching and consultation services to the University on a contract basis and to Rhode Island State departments, other higher education institutions and community-based organizations and businesses.

Work with staff, professionals and consultants to develop and lead overall strategies and approaches to support the work of the University, the College, and stakeholders.

Oversee the ongoing communication to staff and stakeholders of overall trends, needs and opportunities.

Develop and maintain financial resources.

Lead all facets of program planning and evaluation (i.e., design plans, develop assessments, collect data, analyze data, and report results.)

Support faculty and staff in the development of grant proposals and evaluation plans.

Respond to and participate in RI State departments' initiatives, provide oversight as required, develop program planning, and monitor and assess behavioral outcomes.

Plan and design credit and non-credit courses with the faculty and staff.

Facilitate large scale retreats, strategic planning sessions and other organizational initiatives.

Serve as part of the Dean's Leadership Team.

Participate in the Feinstein College of Education and Professional Studies' committees and meetings as necessary.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as assigned by the Dean of the Feinstein College of Education and Professional Studies.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in education, adult education, or business field; Minimum of five years of combined strategic development, leadership, and management experience; Demonstrated leadership experience in the development and implementation of programs and initiatives with state and private partners; Demonstrated leadership experience in the development and implementation of programs and initiatives with educational and community organizations partners; Demonstrated experience with data-driven decisionmaking; Demonstrated experience supervising staff; Demonstrated experience with training programs for administrative, professional, technical and clerical staff; Demonstrated marketing experience; Demonstrated experience implementing organizational change; Demonstrated organizational skills; Demonstrated ability to maintain and sustain relationships with community partners; Demonstrated knowledge of adult learning principles and practices; Demonstrated collaborative work style; Demonstrated strong interpersonal and oral communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation and facilitation skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated record of acquiring external funding through federal or state grants or related agencies; and, Demonstrated success in managing large-scale, multi-year grants and programs (i.e., design, implementation and evaluation.)

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**