



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**LIMITED PERIOD POSITION DESCRIPTION\***

**POSITION:** Outreach Director

**REPORTS TO:** Executive Director – Goldman Sachs 10,000 Small Businesses

**GRADE:** PSA 12

**WORK SCHEDULE:** Non-Standard; 35 hours per week

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**JOB SUMMARY:**

A *Goldman Sachs 10,000 Small Businesses (GS10KSB)* Outreach Director is one who:

- ✓ Develops, manages and coordinates all internal and external relationships for the recruitment of small business owners for the program at the Community College
- ✓ Works closely and effectively with the program team, community college leadership, and external program partners to ensure high-quality outreach to attract qualified applicants to the program
- ✓ Possesses strong planning, organizational, communication and interpersonal skills
- ✓ Is a strategist, problem solver, effective collaborator, and persuasive communicator dedicated to the program outcomes of job creation and revenue generation

## **DUTIES AND RESPONSIBILITIES:**

The Outreach Director is responsible for the recruitment of scholars (small business owners) to the program. S/he develops, manages and coordinates all business and community partner relationships and activities for the recruitment of scholars through the development and implementation of recruitment plans, and coordinates with the Alumni Manager for alumni referrals. Organizes all external recruitment activities, including information sessions, networking events, webinars, and workshops. Represents the *GS10KSB* program in the entrepreneurial space in Rhode Island, networking and forming relationships with others who are providing support and services to small business growth; and builds referral pipelines for applicants. Tracks progress of recruitment cycles, prepares reports and evaluations of activities and facilitates communication between all other *GS10KSB* business partners and local campus personnel. The Outreach Director reports to and is managed by the Executive Director at the Community College.

The specific duties of the *GS10KSB* Outreach Director include:

- Manages and implements all activities related to recruitment of scholars at the Community College, including the development and implementation of recruitment plans, running three recruitment cycles for three cohorts per year.
  - Responsible for achieving recruitment goals that are key to successful program outcomes.
  - Develops and manages all business partner relationships with local organizations, associations, etc. who assist in recruitment
  - Recruits, manages and tracks progress of community partners who receive sub-grants from the program for applicant referrals, prepares reports and evaluations of activities.
  - Attends select modules, clinics, and events to support the program and develop relationships with scholars to facilitate referrals to new applicants. Scholars and alumni are the program's best referral source for applicants. (Note: initially attends all Mods one time in order to be familiar with the program.)
  - Works closely with, and utilizes, the Business Advisors to assist in outreach efforts to their external networks, to their scholars and as workshop presenters at information sessions for prospective applicants.
  - Works closely with, and guides the Alumni Manager at the Community College on alumni activities and outreach strategies utilizing alumni.
- Other duties as needed to support program success.

## **CORE COMPETENCIES/QUALIFICATIONS:**

- Bachelor's Degree required.
- Experience working with small businesses in a capacity to support growth required.
- Demonstrated ability to design, develop and execute strategies and systems to attract, recruit and track recruitment of applicants required.
- Demonstrated ability to organize and execute events, workshops, networking sessions, and webinars required.
- Demonstrated ability to develop and maintain relationships with key stakeholders and a wide range of business, industry, and community partners
- Experience in community outreach and development of program partnerships
- Experience using program / project management principles, practices, and processes
- Demonstrated track record of outreach work with successful recruitment and goal delivery.
- The ability to professionally and effectively deliver presentations to small and large groups

- A high level of interpersonal communication skills to accurately convey information and increase positive awareness of the program
- Proven ability to work in a team environment and manage multiple tasks efficiently and effectively
- Ability to develop and oversee quality assurance measures to ensure program effectiveness
- Ability to work a flexible schedule including evenings and weekends
- Ability to work effectively in a high-pressure environment
- Experience using social media and CRM for promotion and recruitment
- Experience using CRM for applicant tracking
- High personal and professional ethical standards

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**\*This position is grant funded and limited in duration with the possibility of renewal.**

#### **CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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#### **Knight Campus**