

# **Vice President, Innovation and Development**

## **Bakersfield College**

### **Kern Community College District**

#### **JOB DESCRIPTION**

### **Definition**

The Vice President, Innovation and Development, reports to the President of the College and is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to economic development, innovation and educational needs for a global community. This includes oversight and planning of instructional programs such as Career Education, Adult Education, Instructional programs, or bachelor's degree programs.

### **Examples of Duties**

1. Collaborate thoughtfully with the President and Chancellor of KCCD to develop a vision for Bakersfield College's strategic engagement in service to its educational, economic and workforce innovation objectives.
2. Support and maintain a divisional culture of innovation that fosters a high degree of engagement in and appreciation for training and workforce development activities.
3. Develop and implement initiatives, strategies and work plans to make a difference where the need is greatest, contributing to the creation of the overall strategy to advance equitable, inclusive capacity building in local communities.
4. Work with nonprofit organizations, business leaders, unions, community organizations partners, philanthropic funders, and key stakeholders to (1) identify workforce needs and strategies, (2) utilize applied research to plan, strengthen and execute Bakersfield College's major community, workforce, and economic development programs; (3) collaborate with key community leaders, stakeholders, nonprofit organizations, and business leaders to build shared value strategies which advance our goals for sustainable, and inclusive community leadership capacity.
5. Partner with community members to develop and manage innovative educational credit and noncredit programs for adults in response to changing needs of our community.
6. Partner with the Office of Institutional Effectiveness to design, implement, and evaluate community, workforce, and economic development.
7. Partner with the Office of Career Education to build strong community-centered partnerships for local impact.

8. Collaborate with the Vice President of Finance and Administration to oversee the Division's financial performance, contract administration, and business engagement plans. Prepare and supervise start-up and operational budgets; implement short- and long-range fiscal plans; determine the allocation of funds for staff, supplies, facilities, and equipment; authorize and monitor expenditures.
9. Ensure the integration of research-based best practices in educational technologies, student-centered instructional strategies, quality curriculum standards, and emerging skills that enable all students, employees, and clients to reach their full potential.
10. Hire, manage and provide direction and mentorship to Division staff and contractors.
11. Identify and use benchmarked workforce development and training-associated metrics to maintain and improve program effectiveness as evidenced by increased placement, retention, and job satisfaction.
12. Assume overall accountability for the success of all departments reporting to the Vice President, ensuring that outcomes and productivity standards are set, measured, met, or exceeded. Develop a quality assurance program to monitor performance and ensure student learning and satisfaction.
13. Oversee and participate in grant development and administration. Identify new funding and grant opportunities. Develop partnerships in response to inquiries from the government and other potential funders.
14. Design and implement systems and structures that ensure efficient, effective, and scalable operations.

## Qualifications

### Minimum Qualifications

- Master's Degree from accredited college/university
- Minimum of five (5) years of administrative or managerial experience in corporate or higher education settings.
- Demonstrated professional history of identifying and engaging key strategic external partners (individual or institutional) for the purposes of building effective and collaborative initiatives to deliver programs, curriculum, industry partnerships, etc.; ability to coordinate-various and diverse constituencies,-from the public and private sectors.
- Demonstrated professional history for writing, receiving, and managing multi-million-dollar grants.

- Demonstrated ability to supervise a team of professional staff, as well as develop and manage operational budgets and business contracts.
- Demonstrated professional history of increasing return on investment of non-credit program offerings and trainings.
- Experience reporting directly to, or working with, an institutional CEO.
- High energy with the ability to lead teams toward successful collaboration in the development of workforce training that will meet the present and future needs of the region's economic development and corporate communities.
- Possess highly developed analytical skills, writing and presentation skills, and communication skills that allow for effective communication with stakeholders.

### Desirable Qualifications

- Earned Doctorate Degree

## **Knowledge and Abilities**

### Knowledge of:

- Mission of the California Community Colleges
- Community college instructional programs, regulations, and policies
- Principles of employer-employee relations
- Principles of college management

### Ability to:

- Interpret laws, rules, and regulations relating to community colleges
- Formulate policies and procedures
- Manage the operation of a complex organization serving different communities over a large geographical area
- Administer complex budgets
- Manage multiple priorities and projects
- Coordinate and facilitate meetings
- Establish and maintain effective working relationships
- Understand and support the development of a learner-centered instructional program
- Effectively work within a system of participatory governance
- Lead change in a productive and positive manner.
- Foster teamwork and to establish internal and external consensus
- Effectively represent the College in the community, regionally, and statewide.
- Understand contemporary issues in higher education.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the College and the District.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)