

## **Executive Director, Center for Community Engagement & Career Competitiveness** *Averett University*

Type: Executive

Salary: Competitive

Employment Type: Full-time

Reporting to the Vice President for Academic Affairs and Student Success, the Executive Director will provide vision and leadership for the CCECC; oversee its budget and programming; lead and coordinate day-to-day operations; supervise three directors, a coordinator, and an AmeriCorps VISTA member; assess and report internally and externally on community engagement outcomes; and represent the CCECC internally on campus and externally with a variety of nonprofit, corporate, higher ed, K12 and community partners. The Executive Director will collaborate with community-based organizations to expand volunteer, career, and experiential learning opportunities and assist students, faculty, and administrators in strengthening the social and economic vitality of the Dan River Region. To learn more about the CCECC, please visit [www.averett.edu/ccecc](http://www.averett.edu/ccecc)

### **Primary Responsibilities:**

- Serve as the liaison among faculty, university departments, students, advisory groups, local community colleges and community partners across the region to promote and facilitate service-learning, internships, and community engagement initiatives. Some key partners are:
  - Danville Community College
  - Piedmont Community College
  - AmeriCorps
  - Danville Regional Foundation
- Develop and implement a systematic long-term plan for institutionalizing substantive and reciprocal community engagement initiatives across the community, including awareness-raising and marketing of the program.
- Develop and oversee student-centered initiatives grounded in the academic literature and best practices of experiential learning, community engagement, and student leadership.
- Develop and oversee the implementation of CCECC strategic planning projects and growth, including alternative break programs, national service connected to academic credit, and preparation for the Carnegie Community Engagement Classification.
- Manage the Center's budget development and administration.
- Work closely with the Office of Institutional Advancement to secure external funding for CCECC initiatives.
- Supervise data tracking and assessment processes for all of the Center's initiatives, including service-learning courses, placements and volunteer hours, internships, grant reporting and community engagement efforts.
- Lead four professional staff and an AmeriCorps member who serve faculty and students, and coordinate partnership support for service-learning, career competitiveness and internships, volunteerism, study abroad, Bonner Leaders program and community engagement.
- Represent the university at regional, statewide and national events related to community engagement, career development, Service Year and volunteerism.
- Teach classes related to the academic study of leadership and engagement as needed and as availability allows

### **Qualifications:**

- Minimum 5 years of demonstrated experience in and deep familiarity with community engagement in an institution of higher education.
- Evidence of successful administrative experience, as well as budget development and management.
- Demonstrated ability to work collaboratively and effectively with diverse students, higher education faculty and staff, and community partners.
- Experience with fundraising, preferably in a higher education setting.

- Knowledge of sound management and leadership practices and the demonstrated ability to recruit, develop, engage, evaluate, and lead a dynamic and collaborative team.
- Demonstrated ability to gather varied data, analyze complex problems, visualize operational and program implications, develop alternative approaches and take appropriate action.
- Experience in experiential learning curricula development, program management and providing leadership for program and organizational development.
- Understanding of the university's mission, goals and strategic priorities
- Strong interpersonal and communications skills, including tact and diplomacy, as well as organizational and planning skills, with attention to detail and follow through.
- Proficiency using standard office software applications.
- Master's Degree required; earned doctorate preferred.

**Travel and ADA-related requirements:**

- Occasional travel (day and overnight).
- Valid Driver's License.

**Please note:**

- Background checks are required for all positions.
- An applicant must have an unrestricted right to work in the U.S.
- Averett University's policies, programs and activities, including hiring practices, comply with federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, and gender identity or expression and veteran status.
- Averett University is an Equal Opportunity Employer and an Employer of National Service. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.