



State of Rhode Island and Providence Plantations  
Council on Postsecondary Education  
**OFFICE OF THE POSTSECONDARY COMMISSIONER**

560 Jefferson Boulevard Suite 100  
Warwick, Rhode Island 02886-1304

Enclosure 8d1  
February 24, 2016

**Barbara S. Cottam**  
Chair

**Council on Elementary and  
Secondary Education**

**Daniel P. McConaghy**  
Chair

Amy Beretta, Esq.

Colleen A. Callahan, Ed.D.

Karin Forbes

Jo Eva Gaines

Marta V. Martinez

Lawrence Purtill

Joyce L. Stevos, Ph.D.

**Council on Postsecondary  
Education**

**William Foulkes**  
Chair

Michael Bernstein

Dennis Duffy, Esq.

The Honorable Thomas Izzo

Judy Ouellette

Kerry I. Rafanelli, Esq.

John J. Smith, Jr.

Dr. Jeffery A. Williams

To: Council on Postsecondary Education

From: Commissioner Jim Purcell, Ed.D.

Date: February 15, 2016

RE: Request of the System Personnel Review committee (SPRC)  
New Position-Executive Director-Small Business Initiative at  
CCRI

**Background:**

The Executive Director at the Community College of Rhode Island will lead the successful development, implementation, and operation of the Small Businesses Initiative and reports to the community college President or designee. The Executive director is responsible for overseeing all components of this program at CCRI, including scholar recruitment, local partnerships, the refinement and delivery of curriculum and business services, the measurement and evaluation system, and the management of the day-to-day program.

The Executive Director will demonstrate vision, management expertise, an in-depth knowledge of small business growth strategies, and an understanding of service delivery operations. S/he will possess the ability to manage people, manage a budget, and deliver effective programs to program participants.

This is a grant-funded position at Grade 17(\$73,930-\$159,730) with the possibility of renewal.

As a result of that review process, the System Personnel Review Committee is recommending that the Council approves the following:

**At the Community College of Rhode Island:**

Executive Director-Small Business Initiative at CCRI

**Motion:**

*THAT the Council on Postsecondary Education approves the following System Personnel Review Committee's recommendation.*



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

PERSONNEL REVIEW COMMITTEE FORM

Date of Request: February 4, 2016

Current Title: \_\_\_\_\_

Pay Grade: \_\_\_\_\_

Grant Funded:  Yes  No

Union Status:  Union  Non-Union

Administrative Action:  Yes  No

Department: \_\_\_\_\_

Salary Range: \$ \_\_\_\_\_ - \$ \_\_\_\_\_

Grant End Date: \_\_\_\_\_

Union Appeal:  Yes  No

Request:

Reclassify to:

Title: \_\_\_\_\_

Pay Grade: \_\_\_\_\_

Salary Range: \_\_\_\_\_ - \_\_\_\_\_

Upgrade to:

Pay Grade: \_\_\_\_\_

Salary Range: \_\_\_\_\_ - \_\_\_\_\_

Establish New Classification:

Title: Executive Director – Small Business Initiative

Pay Grade: BOE Grade 17

Salary Range: \$73,930 - \$159,730

Reason / Justification for Request:

To oversee and direct the goals and objectives of the Small Business Initiative.

Enclosed are the following documents:

Old position description

Organizational chart

New position description

Summary of differences

I  approve /  disapprove the recommendation:

Shirley Norton  
Director of Human Resources

2/4/2016  
Date

I  approve /  disapprove the recommendation:

[Signature]  
President

2/4/2016  
Date



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**PROPOSED POSITION DESCRIPTION**

**LIMITED POSITION\*:** Executive Director – *Small Businesses Initiative*

**REPORTS TO:** President or designee

**GRADE:** BOE 17

**SUPERVISES:** Program site team

**JOB SUMMARY:** A *Small Businesses Initiative* Executive Director is one who:

- Oversees and directs the goals and objectives of the *Small Businesses Initiative* at the community college
- Recruits and manages the program site team
- Has ultimate responsibility over scholar recruiting, monitoring and evaluation
- Works closely and effectively with community college leadership and *Small Businesses Initiative* partners to ensure high-quality delivery of the program at the community college
- Is a leader, problem solver, effective collaborator, and skillful communicator
- Brings appropriate management expertise to lead the site team
- Is committed to implementing an innovative program to help small businesses grow and create jobs
- Leads a culture of transparency, learning, hard work, and integrity
- Is dedicated to the program outcomes of job creation and revenue generation, and
- Oversees the program's measurement and evaluation system for the community college

**DUTIES AND RESPONSIBILITIES:**

The Executive Director at the Community College of Rhode Island will lead the successful development, implementation, and operation of the *Small Businesses Initiative* and reports to the community college President or designee. The Executive Director is responsible for overseeing all components of this program at CCRI, including scholar recruitment, local partnerships, the refinement and delivery of curriculum and business services, the measurement and evaluation system, and the management of the day-to-day program. The Executive Director will demonstrate vision, management expertise, an in-depth knowledge of small business growth strategies, and an understanding of service delivery operations. S/he will possess the ability to manage people and build and sustain a healthy delivery team in a fast-paced environment, manage a budget, and deliver effective programs to program participants. An integral component of the position is ensuring the curriculum, business services, networking, and alumni components are comprehensive and enable small businesses to grow and lead to job creation. The specific duties of the *Small Businesses Initiative* Executive Director include:

- Launch, operate, and continuously improve the *Small Businesses Initiative* program at the community college to help small businesses expand and create jobs

**Knight Campus**

- Evaluate, recommend, develop, and effectively manage all partner relationships with local organizations, associations, etc.
- Facilitate communication and manage relationships with local campus personnel
- Recruit and sustain a high functioning and performing site delivery team to deliver on the program's vision
- Coordinate efforts across different areas of the college to deliver a unified and comprehensive program
- Oversee operations for the college including staffing, budgeting (overall and by category), service delivery, curriculum delivery
- Oversee and monitor the implementation and ongoing management of the Measurement and Evaluation system, including the selection and analysis of effective site performance metrics
- Lead the continuous development and improvement of innovative and practical solutions to address the needs of small businesses in the realm of curriculum, services, technical assistance and networking
- Ensure the high quality service delivery and tight integration of the academic, business support services and the opportunity to access capital components
- Develop targeted outreach and recruitment plans to attract the right businesses to the program
- Network with business support services organizations and other key stakeholders to enhance the local entrepreneurship ecosystem and to advance program recruitment
- Oversee events, clinics, and graduations for small business owners
- Identify strategic opportunities to develop a sustainable program within the community college setting

#### **CORE COMPETENCIES/QUALIFICATIONS:**

- Advanced degree from an accredited school, preferably in Business, Public Administration, Government Affairs or related
- At least seven (7) years of senior management experience with a track record of progressive responsibility, preferably in private industry or a large community or governmental organization
- Experience in operating a small business and/or an in-depth knowledge of growth strategies for small businesses
- Background in building and mentoring a high performance management team in a complex organization with demonstrable skill in developing strong teams and collaborations
- Knowledge of how to develop and maintain relationships with key stakeholders and a wide range of business, industry, and community partners
- Experience managing grants and budgets
- Excellent spoken and written communication skills
- Experience with program design, implementation and operations
- Previous experience in the creation and delivery of training or educational services
- Excellent interpersonal skills
- Ability to develop and oversee quality assurance measures to ensure program effectiveness
- Ability to work a flexible schedule
- 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 to XXXXXX with the possibility of renewal.**

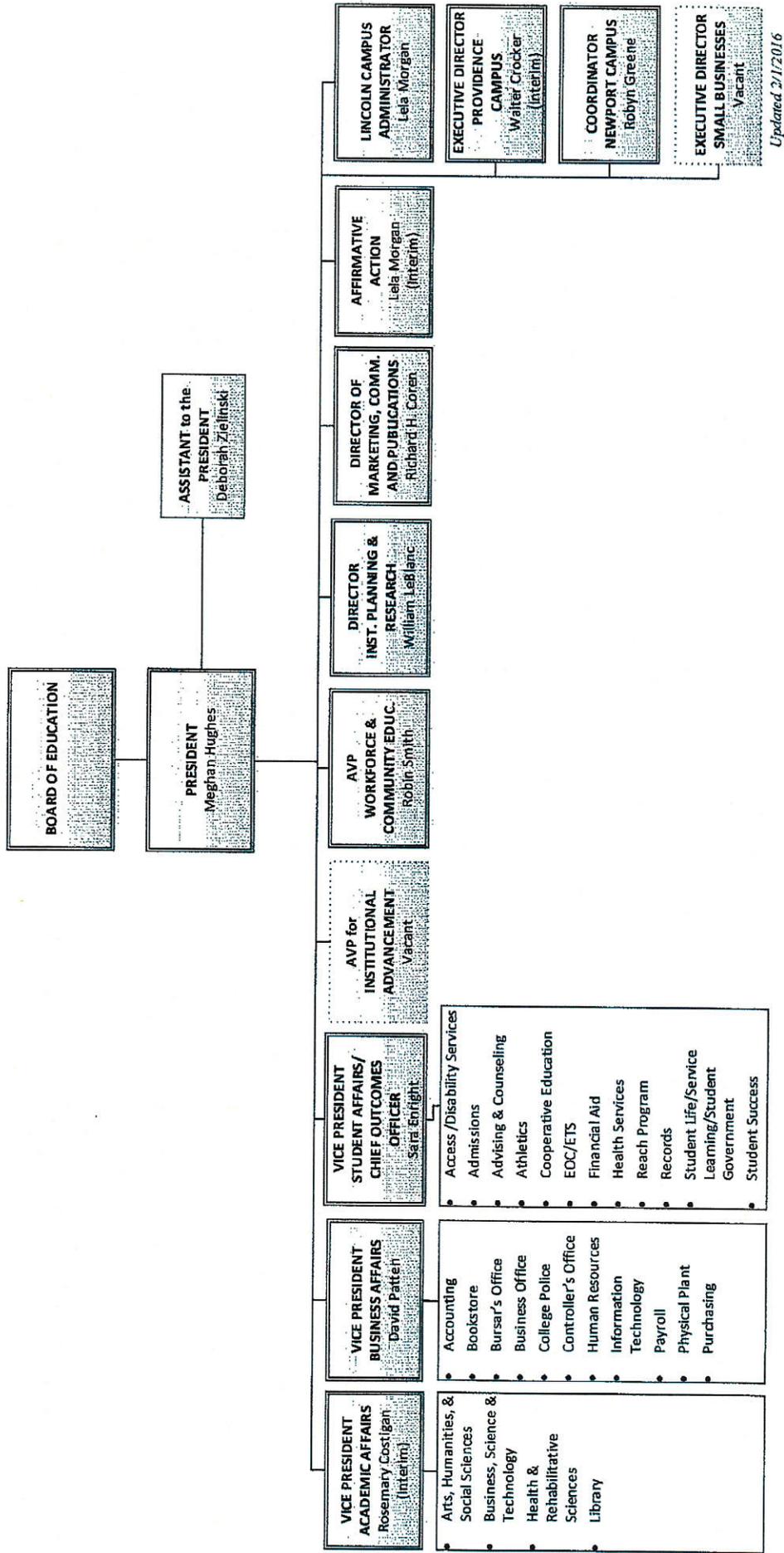
**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

PRESOFF50SBIED.jd\_proposed  
Jan2016

**COMMUNITY COLLEGE OF RHODE ISLAND  
FUNCTIONAL ORGANIZATIONAL CHART**



Updated 3/1/2016