

Executive Director

The Oregon Community College Association

The Oregon Community College Association (OCCA/Association) represents the seventeen publicly chartered community colleges and their locally elected board members. Founded in 1962, OCCA is an ORS 190 council of governments whose purpose is to support and advocate for the colleges before policymakers and partners whose actions affect the well-being of community colleges across the state. OCCA plays a dynamic role in helping presidents and board of education members shift and shape colleges to meet the needs of the students and communities they serve.

General Description

The Executive Director is a collaborative, visionary and strategic systems thinker who leads strong advocacy efforts, provides excellent organizational, staff and fiscal management and follow through. They both lead and facilitate college leaders to work together to amplify the importance of community colleges at the local and state level. They are the primary voice for Oregon's 17 community colleges on legislative, policy and regulatory issues at the state and federal level. The Executive Director models integrity, respect, caring, a future focus, and is a proven problem solver with a passion for the community college mission. They demonstrate emotional intelligence through active listening, ability to form and nurture relationships, empathy and are culturally fluent with a proven commitment to diversity, equity, and inclusion.

The Executive Director serves as OCCA's chief executive officer and reports to a 38-member Board of Directors through the Board President. The Board of Directors establishes policies and programs; and the Executive Director is responsible for their implementation and administration, as well as organizational performance.

DESCRIPTION OF SPECIFIC DUTIES

The duties are representative of the assignment and are not a comprehensive description of all work assigned to this position.

- **Leads and Advocates on Behalf Community Colleges**
 - Collaborates with college presidents and locally elected board of education members to develop a shared, strategic, and actionable vision for Oregon community colleges grounded in national, state, and local trends and policy frameworks.
 - Serves as the primary voice for colleges by advocating to, and coordinating with, state agencies such as the Higher Education Coordinating Commission and the Office of Community Colleges and Workforce Development; represents community colleges to the media, Oregon State Legislature and Congressional delegation, the

Governor's Office, and other state agencies and associations.

- Sets organizational strategy and implementation plans to advance policy, budget appropriations (including capital funding) and legislative goals.
- Oversees the Oregon Student Success Center and aids in engaging the OCCA Board and membership in equity-minded student success reform.
- Provides a strong state-level voice for diversity, equity, and inclusion as foundational principles in all of our collective community college efforts.

- **Oversees OCCA Staff, Operations, and Budget**

- Leads OCCA as a working manager by promoting a sustainable and positive work culture that supports the OCCA staff in meeting Association goals and in their development as professionals.
- Hires, empowers, motivates, organizes, and coaches staff.
- Develops strong personnel systems that provide clarity on work plans, performance expectations and accountability measures to advance the work of the Association.
- Oversees finances and budget to assure the highest level of fiscal and operational integrity and transparency through a system of operational and fiscal policies and internal controls.
- Ensures that the OCCA promotes and exhibits diversity, equity, and inclusion in the workplace.

- **Empowers and Supports OCCA Board and College Leadership**

- Facilitates the work of the OCCA Board, including elected board member leadership, and college presidents in regular meetings, retreats, and committee work.
- Ensures the OCAA Board is aware of national and state trends and facilitates the development of strategic priorities for the Association.
- Implements strategic priorities with appropriate monitoring metrics and reports.
- Develops a robust program of Professional Learning for elected board of education members, board of education chairs, and presidents including the Annual Conference and membership development events, with strong emphases in diversity, equity, inclusion, and student success.
- Provides clear and consistent communication to the OCCA Board, presidents, and other stakeholders.
- Understands and promotes policy-based board governance and the role of locally elected board members vis-a-vis college administration.
- Engages and develops elected board members and others involved with community colleges in statewide issues and advocacy to continually build advocacy capacity and advance the OCCA statewide agenda.
- Fosters partnerships/coalitions to further community college interests
- Develops relationships with students, business, and labor and workforce

organizations, and community college groups to advance OCCA's mission and goals.

- **Advocates for State-Level Leadership of Student Success Efforts**

- Provides leadership for statewide student success grounded in diversity, equity, and inclusion.
- Deepens and strengthens the integration of student success work in the Association, its membership, and its policies.
- Collaborates with national and state partners to identify equity-minded and student-centered practices and engage with colleges to make necessary changes to better serve students.

Physical Requirements

In this position, the employee must have the ability to lift 10 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the responsibilities of the position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch.

Other Requirements

This is a full-time, salaried, non-exempt position. The individual in this position will occasionally be required to work outside of normal business hours (8 a.m. to 5 p.m.), including evenings or weekends. Overnight travel will be required. The employee is required to drive and travel throughout the state. There will also be occasional out-of-state travel to attend national conferences and meetings.

Working Conditions

Typical office environment. Work is conducted in an office environment with frequent interruptions. Simultaneously working on multiple tasks on a continual basis. Daily team interactions. Requires extensive computer use. May require work in excess of normal scheduled hours to meet high-volume and/or time sensitive workload and organization priorities. Requires physical activity normally associated with sitting for extended periods, occasional bending, stooping, and lifting.