

POSITION TITLE: Senior Director for State Partnerships and Engagement

REPORTS TO: President

FLSA CLASSIFICATION: Exempt

GENERAL STATEMENT OF DUTIES:

This position leads NC-SARA's activities, services, and operations focused on engaging State Portal Entities (SPEs) and institutions within the SARA community. Works with regional compact partners, SPEs, and institutions to ensure collaboration and transparency. Provides strategic input and direction into policy considerations and corresponding processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following essential job functions and responsibilities are not intended to be all inclusive. Duties may be modified, added, or deleted.

- Build and maintain relationships with State Portal Entities (SPEs); work with states/territories/district to respond to SARA issues in the pursuit of service to members.
- Build and maintain relationships with the regional compact SARA staff (RCSS). Includes managing information with the RCSS, facilitating monthly meetings, and conducting general outreach to the RCSS through individual and group meetings (in person, by phone, and on Zoom). Act as point of contact for RCSS and NC-SARA staff.
- Monitor and evaluate the implementation and ongoing operation of SARA across the four regions.
- Work with the NC-SARA president to assess partnership priorities and support alignment of internal operations and administration to meet stakeholder needs.
- Provide broad assistance for NC-SARA's overall services and activities related to state and institution support.
- Lead the development and implementation of the Institutional SARA Portal Project.
- Manage all aspects of SARA Source and of info@.
- Facilitate advisory committees and working groups.
- Plan and co-host SPE-focused events and resources, including the yearly SPE Summit (virtual), annual SPE Workshop (virtual), and the SPE Annual Conference (in person; virtual every three years), each with 60-100 participants.
- Assist with writing responses to the federal government, white papers, and other communications for the SARA community and NC-SARA organization.
- Attend and present at SARA Regional Steering Committee meetings, state SARA meetings, and other local, regional, and national meetings with a SARA focus.
- Attend on-site meetings in Boulder office as needed.

QUALIFICATIONS:

To perform this job successfully, complex knowledge of higher education is essential. Must be able to communicate through exceptional writing and presentation to the SARA community. Must use sound judgment in carrying out responsibilities. Complex decision-making and problem-solving skills are necessary.

REQUIREMENTS:

Experience and Education

- Master's degree in higher education or a related field.
- Deep understanding of and experience with complex policies, state regulations, and the higher education environment.
- Minimum of ten years of experience working in higher education, state-level higher education boards, or similar state, regional, or national higher education organizations.
- Experience supervising multiple staff members.
- Experienced facilitator and presenter.

PREFERRED:

- J.D. or Ph.D. in higher education or a related field.
- Experience working across states on policy issues related to SARA.

Knowledge, Skills, and Abilities

- Expert knowledge of the principles, practices, and application of higher education distance learning in complex environments.
- Solid knowledge and understanding of applicable state and federal laws concerning interstate distance education.
- Solid organizational skills to effectively manage multiple priorities and complex projects.
- Strong oral and written communication skills and the ability to listen to a variety of stakeholders.
- Strong interpersonal skills and ability to successfully relate to stakeholders in order to encourage effective communication and expedite problem-solving.
- Ability to demonstrate excellent initiative and exercise sound judgment as well as make decisions within the scope of assigned authority.

SUPERVISION RECEIVED:

Works under the direct supervision of the president.

SUPERVISION EXERCISED:

This position will supervise both the Director for Student and Institution Support and the Assistant Director for Student and Institution Support.

PHYSICAL DEMANDS:

This position is primarily an administrative position. Must be able to stand, sit, walk, and work at a computer. Must be able to travel up to 35% of the time. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.