



## Executive Director, Economic Development & Corporate Training (EDCT)

Classified Range: 25

Board Approved: 08/13/2026

P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

---

Under the direction of the appropriate administrator, the Executive Director, Economic Development & Corporate Training will support the plans developed by the district colleges and work within the Inland Empire region to promote economic and workforce development. In fulfilling this assignment, the Executive Director will serve on multiple committees and assist in various capacities to provide leadership and guidance for the coordination, development, marketing, delivery, and management of Economic Development, Corporate Training, Technology and Strategic Partnerships.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Provides strategic leadership for the planning, development, implementation, evaluation, and promotion of Districtwide Economic Development and Corporate Training (EDCT) programs, services, partnerships, and initiatives that support college priorities, employer needs, and regional workforce and economic development goals.
2. Identifies pursues, secures, and manages funding, contracts, grants, and related resources to support the Corporate Training & Contract Education programs offered EDCT.
3. Develops, negotiates, administers, and monitors contracts, agreements, memoranda of understanding, and training proposals related to corporate training, contract education, economic development, and workforce partnerships.
4. Ensures EDCT programs, training and services align with and support District and college strategic plans, workforce priorities, and the District's mission.
5. Represents the District on regional, statewide, and other workforce and economic development committees and participates in professional conferences, workshops, meetings, and local, state, regional, and national activities on behalf of the District to advance workforce and economic development initiatives that promote and support the mission of the District.
6. Meets and consults with administrators, faculty, staff, students, employers, community partners, and the general public regarding assigned programs, services, partnerships, and related activities.
7. Serves on District-level standing and ad hoc committees related to economic development, workforce development, community partnerships, and career technical education to strengthen the collaborative relationship between EDCT and the colleges.
8. Provides leadership in promoting student access to applicable college instructional programs, workforce training opportunities, career pathways, and employment-related programs across the District.
9. Manages and supports special initiatives sponsored through the State Chancellor's Office and supports College K-12 grants and partnerships related Secondary Education to Post-Secondary



## Executive Director, Economic Development & Corporate Training (EDCT)

Classified Range: 25

Board Approved: 08/13/2026

P. 2|4

Education Career Pathways projects as developed through college local shared governance processes.

10. In collaboration with college leadership and faculty, provides leadership and support for identifying, pursuing, and implementing Strong Workforce Program (SWP) and other competitive funding opportunities through the Inland Empire/Desert Region Consortia.
11. Develops and maintains relationships with public and private employers to develop major grant partnerships, job development initiatives, and apprenticeship programs approved through college local curriculum process.
12. Develops and maintains ongoing involvement in the community; initiates and strengthens partnerships with business, industry, education, public agencies, and community organizations to enhance programs and services offered by EDCT.
13. Assesses community and industry needs; develops and coordinates contract and not-for credit partnerships on behalf of EDCT, and provides support to college faculty in the development of related credit and non-credit programs when requested.
14. Provides leadership for the planning, management, coordination, marketing, delivery, and evaluation of contract training programs offered through EDCT.
15. Evaluates program effectiveness using enrollment, completion, employer satisfaction, revenue, expenditure, placement, and other performance data; recommends improvements to strengthen program outcomes.
16. Provides leadership in the preparation of program review documents, department plans, goals, budget priorities, and resource allocation recommendations for the department.
17. Oversees the preparation and submission of all reports related to managed programs, grants, contracts, and initiatives; develops and implements strategies and systems for management control, record recordkeeping, client tracking, priority setting, compliance monitoring, and reporting in addition to other functions to manage the changing resources and responsibilities of the department.
18. Ensures compliance with applicable District policies, grant requirements, contract provisions, reporting deadlines, and state and federal regulations related to assigned programs and funding sources.
19. Selects, trains, supervises, evaluates, and provides work direction to assigned staff.
20. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
21. Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

---

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Corporate training, professional development and community education programs.



## **Executive Director, Economic Development & Corporate Training (EDCT)**

**Classified Range: 25**

Board Approved: 08/13/2026

P. 3|4

- State Chancellors Office Strong Workforce Program.
- Title V, college governance, pertinent federal, state, and local laws, codes, and regulations.
- Coordination and management of contract education credit, non-credit and not-for-credit programs in a community college setting.
- Regional, state and federal grant request and administration procedures.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation, management, administration and reporting.
- Methods and techniques in advertising and marketing.
- Principles and practices in designing, developing and implementing effective, integrated programs and services.
- Oral and written language skills to prepare reports and professional correspondence.
- Principles of supervision, training and human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences.
- Dynamics of a culturally and economically diverse community, its education and retraining needs.

### **Ability to:**

- Plan, direct, and oversee all activities of department staff.
- Develop and implement marketing strategies.
- Interpret and apply Federal, State, County and District rules, regulations, policies and procedures.
- Develop and maintain cooperative relationships with internal and external constituencies.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Advocate for collegiality, staff, cohesiveness and other core values of the institution.
- Demonstrate professionalism, fairness, honesty, courtesy, patience and tact in all aspects of the performance of duties and working relationships.
- Prepare, manage, and report budgets, including grant reporting compliance.
- Communicate effectively, both orally and in writing, while giving presentations, instructions, and explanations to individuals, and small or large groups notably when connecting to improve the skills of the community.



## Executive Director, Economic Development & Corporate Training (EDCT)

Classified Range: 25

Board Approved: 08/13/2026

P. 4|4

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

- A Master's degree from an accredited college or university in business administration, public administration, economic development, or a related field.

**Required Experience:**

- Five (5) years of increasingly responsible experience in workforce development, economic development, contract education, corporate training, career technical education, grant-funded programs, employer partnerships, or a closely related area, including at least two (2) years of administrative, supervisory, or program management responsibility.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.