



## POSITION ANNOUNCEMENT

### ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a wonderful live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Eisenhower.

### ABOUT THE POSITION

**Position:** Executive Director, Accelerate Augusta

**JOB CODE:** 15304

**Campus Location:** Augusta Campus

**Salary:** Commensurate with education and work experience.

### JOB SUMMARY

The Executive Director is responsible for the achievement of services, goals and objectives and acts as liaison with all divisions to ensure day-to-day operations are handled appropriately.

### MAJOR DUTIES

- Plans and organizes the daily operation of Accelerate Augusta.
  - Provide leadership in building the organizational systems and culture among its stakeholders that are necessary for Accelerate Augusta to achieve its mission and strive toward its vision.
  - Oversee the management and operations of academic programs, including curriculum, budget planning, and administrative policies.
- Grow external relationships and recourses while enhancing visibility of the brand.
  - Creatively leverage the greater Augusta business ecosystem to nourish and grow opportunities for public-private partnerships that align across the breadth of Accelerate Augusta's mission.
- Develop, establish, and implement high quality programming for startup entrepreneurs.
  - Develop a robust portfolio of innovative programs and services for our burgeoning entrepreneur community.
- Establish Accelerate Augusta as the thought leader for entrepreneurship in the Greater Augusta Region.
  - Provide leadership and visibility for Accelerate Augusta by fostering the growth of interdisciplinary partnerships within the college, with Augusta businesses, government, and nonprofit organizations.
- Recruit, retain, and mentor faculty and staff members.

*A Unit of the Technical College System of Georgia*

## MINIMUM QUALIFICATIONS

- Bachelor's degree with five (5) years of work experience in small business management/ownership; angel/venture capital experience; and/or small business scaling experience.
  - An associates degree or 10+ professional years of equitable experience can substitute for the bachelor's degree requirement.
- Experience working in business development, economic development, an incubator/accelerator, and/or academia is required.

## PREFERRED QUALIFICATIONS

- Preferred Graduate: I.E... PhD, MBA, MS in entrepreneurship, business, technology, economics or finance.
- 15 plus years of small business entrepreneurship; angel/venture capital experience; and/or small business scaling experience.
- Knowledge of the role of small business today, current organizational structures, management philosophies and processes as well as new and emerging business trends impacting small businesses including international/global business, e-business, social networking.
- Demonstrated ability in business acumen, planning, innovation, creativity, and collaboration. Skill in the use of computers for business applications and analysis. Skill in communications and human relations with populations having diverse socio-economic and racial backgrounds.
- Experience visioning and implementing a strategic plan that fosters entrepreneurship and innovation across disciplines and advocates for the resources required to achieve its goals.
- Experience as a connector and relationship builder with a collaborative and collegial leadership style and a natural orientation to interdisciplinary thinking to further develop Accelerate Augusta's internal and external partnerships.
- Demonstrated success in fundraising and advancement activities.

## COMPETENCIES

- Knowledge of academia structure and understanding of higher education
- Supervisory skills
- Skills and knowledge in budgeting and fiscal management
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Ability to provide leadership and direction to administrators and staff in developing, implement and evaluating programs
- Analyze complex financial, statistical and narrative data regarding the assigned program
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks.

Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment.

**Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

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**Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.