Executive Director of Colby’s Summer Session

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Executive Director of Colby’s Summer Session

Colby College

Waterville, Maine, United States

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Job Details

Job Description
Department:
Senior Vice President
Pay Rate Type:
Salary
Employee Type:
Job Summary:

Please use this link to review the full leadership profile for the Executive Director of Colby's Summer Session.

Colby College (Waterville, Maine), one of the nation’s top liberal arts colleges, seeks a dynamic and strategic Executive Director to lead its summer session to transform the current model into an industry-leading

educational service designed for middle and high school students, college students, professionals, and adult learners.

Reporting directly to the Senior Vice President, the Executive Director will serve as the primary leader of the program, overseeing all aspects of its design, development, and management. The individual will develop, market, manage, and execute programs that build Colby's brand and align with the College's mission and institutional priorities.

Colby seeks an Executive Director who has outstanding organizational, communication, and management skills. The ideal candidate will be highly motivated and further Colby's strategic priorities by favorably showcasing the College, developing a suite of distinctive programs, and promoting Colby as both a destination and an institution of choice.

At least 10 years of progressively responsible leadership and management experience is required, and candidates with a track record of event management and program development are strongly desired. The Executive Director will be a champion of the liberal arts and understand and embody Colby's institutional values.

Colby College's Summer Session has served a variety of constituencies over the years. From athletics camps and arts programs to hosting professional groups, the session has been a solid component of the College's enterprise. While this model has worked well over the years, the program can now be more intentionally connected to the College's academic program and its distinctive assets, particularly at this time of growth and innovation at Colby.

Over the last decade, the efforts of President David A. Greene have been instrumental in developing the optimal environment for academic excellence, shared success, and entrepreneurship. His leadership has led to downtown Waterville becoming a national model for post-industrial city renewal, the creation of the first cross-disciplinary institute for artificial intelligence at a liberal arts college, construction of the most outstanding athletics and recreation facilities in Division III, an unique arts ecosystem, development of new residence halls, establishment of a wide-ranging civic engagement program, and staffing and programs to ensure all members of the community can thrive at Colby.

The Executive Director will lead the summer session to build upon this work, expanding Colby's reach and impact through the delivery of exceptional programs. The individual will work closely with Senior Staff, faculty, external partners, and others to develop this new model. The Executive Director will serve as the primary leader responsible for all aspects of program development, engagement, budget and operations. The individual has management responsibility for a team of professional staff and student workers.

The Executive Director will thrive in Colby's special culture – collegial, collaborative, student-centric, intellectually driven, and typified by alumni loyalty. A leader who is collaborative, collegial, transparent, and oriented toward teamwork will have the greatest opportunity for success in this culture.

The Executive Director will understand the characteristics of a successful leader: integrity, judgment, creativity, diplomacy, and humor.

The following are the essential duties and responsibilities of this role:

- In partnership with the Senior Vice President, assess the effectiveness of the summer session enterprise.
- Develop and execute a comprehensive strategic plan, including educational programming, marketing strategies, and a financial plan consistent with Colby's overall strategic initiatives.
- Collaborate with multiple constituents to understand areas of opportunity and growth for programming that leverages the strengths of Colby's distinctive assets and campus expertise
- Lead and develop new programs across thematic areas, such as artificial intelligence, the arts, athletics and recreation, environmental studies, and others, to further Colby's objectives by developing partnerships and leveraging the College's state-of-the-art facilities, campus setting, and liberal arts education.
- Using contemporary analytics, develop and implement performance metrics and assessment tools for data-informed risk taking.
- Foster an environment that values diverse thinking and approaches, rewards new ideas and innovation, provides professional development and maintains an inclusive and welcoming culture.
- Plan and carefully manage the budget, ensuring that resources are deployed efficiently and effectively with fundraising goals and objectives at the forefront.
- Build strong personal and professional collaborative relationships with the entire Colby College community and represent the College at on-campus and public events.
- Supervise the summer session team, including full and part-time employees
- Perform additional duties as assigned to support the program at the highest level.

Required Qualifications:

- A bachelor's degree is required, and an advanced degree is preferred.
- Ten-plus years of program management and managerial leadership experience demonstrating progressively increasing responsibility.
- Flexibility to travel and work evenings or weekends.
- Valid driver's license required and must meet the College's Fleet Safety Policy requirements.

The preferred candidate will possess many of the following:

- Successful experience in effective strategic planning as a leader.
- Knowledge of best practices in all key areas, including curriculum and program development as well as conference and event management
- Demonstrated ability to plan, manage, and successfully deliver an extraordinary educational program with a track record of success in a complex organization.
- Proven management skills and experience building partnerships and collaborating with multiple constituents.
- Exemplary interpersonal and listening skills; impeccable attention to detail and superb follow-through; strong personal integrity, flexibility, and work ethic.

- Demonstrated talent in developing and implementing strategies, plans, and budgets in a complex, fast-changing environment.
- Proven ability to communicate effectively both verbally and in writing.
- Unflappable in the face of multiple challenges, highly motivated, disciplined work ethic, a competitive nature, a creative approach, and a proven ability to lead.

Company



Founded in 1813, Colby College is the 12th oldest liberal arts college in the United States.

Distinctive in its offerings, Colby provides an intimate, undergraduate-focused learning environment with a breadth of programs presenting students and faculty with unparalleled opportunities. A vibrant and fully integrated academic, residential, and cocurricular experience is sustained by a diverse and supportive community. Located in Waterville, Maine, Colby is a global institution with students representing nearly every U.S. state and approximately 70 countries.

Colby's model provides the scale and impact of larger universities coupled with intensive learning in a community committed to scholarship and discovery, multidisciplinary approaches to integrated learning, study in the liberal arts, and leading-edge programs addressing the world's most complex challenges. Its network of partnerships with prestigious cultural, research, medical, and business institutions extends educational and scholarly collaborations, providing students with unmatched experiences leading to postgraduate success.

The College's wide variety of programs and labs provides students and the community access to unique experiences: the Colby College Museum of Art, the finest college art museum in the country, and the Lunder Institute for American Art have made the College a nationally and internationally recognized center for art

scholarship; DavisConnects prepares students for lifelong success by combining a forward-thinking liberal arts education with extensive internship, research, and global opportunities for all students regardless of their personal networks and financial circumstances; and the 350,000-square-foot Harold Alfond Athletics and Recreation Center, is the most advanced and comprehensive NCAA D-III facility in the country. In fall 2021, Colby opened the Davis Institute for Artificial Intelligence, the first such institute at a liberal arts college. Colby's new Island Campus, consisting of Allen and Benner islands, gives Colby a significant presence on the coast of Maine for a wide range of academic programs and activities and undisturbed environments ideal for conducting interdisciplinary experiences.

Company info

Website

http://www.colby.edu/