

JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu
 WEB: <https://jobs.dmacc.edu>

Position Information

Job Title	Manager, Evelyn Davis Center Community Engagement and Outreach
Campus	Evelyn K. Davis Center/Des Moines
Job Number	25-A11
Employment Date	As soon as possible.
Job Category	Standard
Application & Position Contact Information	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Michael Hoffman at 515-256-4901 or mjhoffman@dmacc.edu for information concerning the position or your status once the position has closed.

Posting Detail Information

Salary Information	<p>Starting salary: \$79,834 - \$93,923</p> <p>The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. The starting salary range represents the College's good faith and reasonable estimate of the range of possible compensation at the time of posting.</p> <p>Pay Grade: AO</p>
Job Summary	<p>Responsible for the day-to-day operational functions of the Evelyn K. Davis Center for Working Families. Coordinate with the grants department. Administer the goals and objectives as established in the Center's mission, vision and plans.</p>
Essential Functions	<p>Coordinate bi-weekly meetings with Program leads to gauge progress toward program targets, grant budget, and program developments. Monitor and operate within the allocated budget for the center and the programs within the Center. In monthly meetings, communicate with the VP of Community Outreach and Continuing Education about progress toward grant objectives, budget shortfalls or areas of concern. Lead the application, planning, management and evaluation of grants awarded to the Center in conjunction with the Grants Department/Finance Department as needed.</p> <p>Manage day-to-day functions of the Center. Lead staff in developing, inputting, analyzing, and reporting on data related to the program use. Supervise the building's use including acting as EKD Liaison with Building and Grounds support toward the maintenance of the building.</p> <p>Support the Center's strategic plan, represent the Center through engagement and outreach to strategic partners. This may include community events, meetings, fund-raisers, grant discussion with specific focus on the Center's strategic objectives and the target populations, including the underemployed, unemployed, and underutilized.</p> <p>Supervise assigned staff, recommend personnel actions related to hiring, compensation, performance evaluations, training, leaves, discipline, grievances, work schedules and assignments, administer personnel and related policies and procedures per the collective bargaining agreements and the EEO/AA plan. Oversee part-time staff and volunteers.</p> <p>Perform other duties as assigned.</p>

Required Qualifications	<p>Bachelor's degree.</p> <p>Four years of management/leadership experience which includes supervision of staff and experience in grant management and budget management.</p> <p>Knowledge of employment and training services for people with barriers to employment.</p> <p>Strong communication skills.</p> <p>Knowledge of current software applications.</p> <p>Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all clients, students and employees.</p> <p>Demonstrated ability to promote collaboration, teamwork and partnerships with internal and external constituents.</p>
Desired Qualifications	<p>Ability to speak, write and understand a language in addition to English.</p>
Physical Requirements	<p>Constant: Sit</p> <p>Occasional: Lift Floor to Waist < 10 lbs Carry < 10 lbs x 100 ft Push/pull horizontal 10 lbs x 18 in Lateral Pinch Forward reach Crouch Neck Flexion, Extension & Rotation Fine Motor Coordination Hand & Foot Coordination Stand Ability to be Mobile</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Light
Post offer, Pre-Employment Physical Test	N/A
Work Schedule	Monday - Friday, day hours.
Posting Date	07/26/2024
Deadline for Submitting Applications	08/08/2024
Open Until Filled	No
Special Instructions to Applicants	<p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email jobs@dmacc.edu.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	http://jobs.dmacc.edu/hr/postings/11914

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education,

