

Hourly Manager
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144262>

Downloaded On: Sep. 30, 2020 9:07pm

Posted Jul. 8, 2020, set to expire Nov. 4, 2020

Job Title	Hourly Manager
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Jul. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement Communications/Public Relations
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Job Description	

Hourly Manager

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Hourly Manager San Diego Community College District

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This position reports to the office of the Director of Military Education.

Major Responsibilities:

The position is responsible for confidential and high level analytical work.

Qualifications:

- * 5 + years of experience related to business development business procedures.
- * Proven track record of identifying and tracking opportunities, reviewing solicitation documents, initiating contact with government clients and potential partners, and other business development action items.
- * Experienced with utilizing government solicitation websites/portals.
- * Experienced with advertising, networking/recruitment and screening of qualified staff for current contracts and future contract proposal opportunities.
- * Experience with participating on Program/Project management functions, and other similar Federal Government functions.
- * Assist proposal team with responding to business development (RFP) proposals.
- * Experience with technical and general management of proposal content development.
- * Must have excellent interpersonal skills, ability and preference for working in a team environment.
- * Ability to handle multiple projects, priorities, and deadlines. Must be capable of multi-tasking.
- * Determines proposal concept by identifying and clarifying opportunities and needs; studying requests for proposal (RFPs); attending strategy meetings.
- * Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings.
- * Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.
- * Assists with proposal development by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- * Improves business development results by evaluating and re-designing processes, approach, coordination, and boilerplate; implementing changes.
- * Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.



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Desired Qualifications:

Licenses:

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [url=https://apptrkr.com/1950540]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District Wide

San Diego Community College District

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