

Director, Business Development
Santa Monica College

Direct Link: <https://www.AcademicKeys.com/r?job=269784>

Downloaded On: Dec. 23, 2025 8:54pm

Posted Dec. 23, 2025, set to expire Jan. 26, 2026

Job Title Director, Business Development
Department Academic Affairs
Institution Santa Monica College
Santa Monica, California

Date Posted Dec. 23, 2025

Application Deadline 01/26/2026

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Communications/Public Relations
Grant Writer/Technical Writer
Institutional Advancement

Apply Online Here <https://apptrkr.com/6817947>

Apply By Email

Job Description

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Director, Business Development

Santa Monica College

Salary: \$150,211.00 - \$174,133.00 Annually

Job Type:

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Academic Administrator

Job Number: 00328

Location: CA 90405, CA

Closing: 1/26/2026 11:59 PM Pacific

Job Duties

COMMITMENT TO EQUITY AND DIVERSITY

With the goal of ensuring the equal educational opportunity of all students, Santa Monica College embraces diversity among students, faculty, staff, and the communities we serve as an integral part of our history, a recognition of the complexity of our present state, and a call to action for a better future. Embracing diversity means that we must intentionally practice equity and respect toward one another, and understand that discrimination and prejudices create and sustain privileges for some while creating and sustaining barriers for others. In order to embrace diversity, we also acknowledge that institutional discrimination and implicit bias exist, and that our goal is to eradicate those vestiges from our system. Our commitment to diversity requires that we strive to eliminate those barriers to equity, and that we act deliberately to create a safe and positive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community. To advance the goals of diversity, equity, inclusion, and social justice for the success of students and employees, we must honor that each individual is unique and that our individual differences contribute to the ability of the college to prepare students on their educational journeys. This requires that we develop and implement policies and procedures, encourage individual and systemic change, continually reflect on our efforts, and hold ourselves accountable for the results of our efforts in accomplishing our goals. We are invested as a community in cultivating and maintaining a climate where equity and mutual respect are both intrinsic and explicit by valuing individuals and groups from all backgrounds, demographics, and experiences. Individual and group differences can include, but are not limited to the following dimensions: race, ethnicity, national origin or ancestry, citizenship, immigration status, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, religion, creed, military or veteran status, socioeconomic status, and any other basis protected by federal, state or local law or ordinance or regulation. We acknowledge that the concept of inclusion and diversity is ever-evolving, thus we create space to allow our understanding to grow through the periodic review of this statement. In service of these goals, Santa Monica College is committed to fostering an employment environment that offers equal employment opportunity for all and an educational environment that ensures the equal educational

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opportunity of all students.

Position Profile

Under the direction of the Dean of Academic Affairs (WED/CTE/CMD) the Director, Business Development manages, oversees, completes and evaluates District workforce grants, their strategies, including career education programs grants, related labor market research and student success research. The Director implements effective policies to successfully monitor the District compliance of state and federal workforce grants. Develops program plans and activities; produces, updates, maintains, and submits a variety of comprehensive, accurate and specialized reports; participates in development and implementation of department strategic and community collaborative plans; serves as District's expert liaison for Perkins V and Strong Workforce funding; and performs related duties as assigned.

Primary Duties and Responsibilities

- Responsible for the administrative, operational, and fiscal functions related to the successful award and daily management of Carl D. Perkins V (CTEA) and Strong Workforce Program (SWP)
- Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures, and guidelines
- Participates in development, maintenance, and implementation of career education programs
- Plans, organizes, manages, and evaluates the work of assigned staff
- Participates in developing and in executing operational plans and initiatives to meet department goals and objectives
- Implements departmental plans, work programs, processes, procedures, and policies required to achieve overall department performance results
- Coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness
- Participates in development and monitoring performance against the annual departmental budget
- Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals and core values
- Produces, updates, maintains and submits a variety of comprehensive, accurate and specialized reports which involve multiple formats and manipulation, analysis and interpretation of complex and technical information for submission to granting or contract agencies and/or District management
- Manage project budgets, monitor expenditures, investigate travel-related items, and procure equipment and supplies as needed
- Prepare and deliver oral and written reports, recommendations and presentations to committees,

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administration, the Board of Trustees, and external constituencies as needed

- Ensure the completion and timely submittal of all required documents, surveys, and data reports for assigned projects
- Engage in participatory governance processes and activities and serve on college committees as assigned
- Assume leadership for other related project activities and perform other duties as assigned

Skills, Knowledge, and Abilities

- Ability to effectively perform the duties and responsibilities of the position
- Ability to build consensus
- Ability to work effectively and provide leadership as a member of a team to realize the program goals and objectives
- Demonstrated ability to analyze, evaluate, and recommend innovative changes to existing programs
- Demonstrated skills to plan and organize large, complex tasks and direct the work of staff members to implement those plans
- Relate effectively with a wide diversity of students, faculty, staff, and community members
- Work successfully in an atmosphere of collegial decision-making
- Demonstrate skills and ability to advocate for the District's programs and services
- Excellent interpersonal skills in dealing with all college constituencies and members of the public
- Strong computer skills and knowledge of academic technology solutions. The ability to work with technical staff in developing or identifying technology solutions
- Excellent written and verbal communication skills
- Willingness to adopt a "hands-on" approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities
- Strong analytical and critical thinking skills so as to be able to collect and analyze the appropriate data and information to ensure that projects are regularly assessed and improved
- Solid organizational skills including attention to detail and multi-tasking skills
- Skill in resolving complex problems
- Knowledge of contract management and project management principles
- Ability to work cooperatively and collegially with others
- Ability to think analytically, creatively, strategically, and to have a big picture perspective
- Ability to successfully manage relationships and projects
- Execute effective presentations

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Minimum Qualifications

- Master's degree from an accredited college or university.
- One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- Must have sensitivity to and understanding of the diverse socio-economic, academic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities as these factors relate to differences in learning styles.

Preferred Qualifications

- Three (3) years' experience directly related to this program area
- Three (3) years' experience administering grants
- Demonstrate an equity-minded understanding of the needs and challenges of low-income, traditionally underrepresented minority students, and/or first-generation college students
- Prior experience as a project manager or similar
- Experience within a community college environment is preferred
- Demonstrate excellent analytical, organization, and presentation skills
- Demonstrate excellent communication skills, both verbal and written
- Experience managing, overseeing and administering grants, contracts or programs and staff of the workforce & economic development departments including career education, applied technologies, workplace skills; contract education, career and community education concepts and principals and general business practices
- Experience working with federal, state and private granting/contract agencies' organization, structure, practices, processes and advanced terminology related to grant development, submission, administration and compliance; local economy and labor market trends; needs and concerns of business community

Additional Information

Academic Administrator Application Requirements

A standard application consists of the following:

- Online District Application

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- Cover Letter
- Resume
- Transcript

PLEASE NOTE: IF YOU ARE SELECTED FOR A FINAL INTERVIEW YOU MAY BE REQUIRED TO PROVIDE THREE (3) LETTERS OF RECOMMENDATION TO BE REVIEWED AS A PART OF THE FINAL PROCESS.

Diversity Statement

Recent experience working with African American, Latinx, Native American, and other racially minoritized students in the classroom; and a willingness to use culturally responsive instructional practices.

Demonstrated sensitivity to issues of diversity, and ability to motivate and teach community college students of diverse ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities or varied levels of academic preparation.

Please review our Diversity Report: [Faculty/Staff Diversity Reports - Santa Monica College \(smc.edu\)](#)

Equity Statement

Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity and inclusion. Equity, diversity and inclusion are built into the culture at SMC and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment.

Equal Employment Opportunity Disclosure

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The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3420 (Equal Employment Opportunity) may be accessed at:

http://www.smc.edu/ACG/Documents/Board_Policy_Manual/Updated%20Board%20Policies%202017/Board%20Policy%203420.pdf
(Download PDF reader)

Equivalency Statement

The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications. **If you are applying for the recruitment through equivalency based on work experience, you will be required to submit proof of your work history.** For further details regarding equivalency criteria, please download the Equivalency Application Statement Form available at:

<https://www.smc.edu/administration/human-resources/employment/documents/equivalency-statement-for-application.pdf> (Download PDF reader)

Conditions of Employment

Appointment is subject to verification of official transcripts, current or previous employment, tuberculosis and fingerprint clearance. Selected candidate must provide identification and work authorization.

To apply, please visit <https://www.schooljobs.com/careers/smcacademic/jobs/5178875/director-business-development>

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Contact Information

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

Contact

Academic Affairs
Santa Monica College

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