

Executive Director, Southwest Mississippi Center for
Culture and Learning
Alcorn State University

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Posted Nov. 22, 2024, set to expire May 10, 2025

Job Title	Executive Director, Southwest Mississippi Center for Culture and Learning
Department	Academic Affairs Department
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer Director/Manager
Academic Field(s)	Academic Affairs Business & Administration Development/Institutional Advancement Financial Planning/Budget Management
Job Website	https://jobopps.alcorn.edu/postings/7424

Apply By Email

Job Description

The incumbent has overall strategic and operational responsibility for the Center, as well as leadership responsibility for staff programs, expansion, and strategic mission execution.

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Knowledge Skills and Abilities

- Knowledge of the culture, creativity and communities of Mississippi
- Knowledge of relevant higher education laws (e.g., FERPA, Title IX, Clergy Act, etc.)
- Knowledge of BANNER processes and scripts
- Skill in program management and directorship
- Ability to work independently
- Ability to work cooperatively within a team environment
- Ability to build consensus among various and varied entities, organizations, group leaders, volunteers, etc.

Essential Job Functions

- Implements a strategic plan for growth, funding expansion, and Center development, while working in close collaboration with all stakeholders
- Ensures ongoing programmatic excellence, rigorous program evaluation and consistent quality of financial affairs, administration, fundraising activities, communications and systems
- Actively engages and energizes volunteers, board members and event committees, partnering organizations and funders; Welcomes and engages University faculty, staff, students, alumni and community constituents
- Develops, maintains and supports a strong Advisory Board and Committee structure, serving as ex-officio member of each committee
- Generates proposals for external funding and expands local revenue-generating and fundraising activities to support existing program operations and enlarge regional outreach
- Ensures effective systems are in place to track and evaluate program components regularly and to measure successes that can be effectively communicated to the Advisory Board and stakeholders
- Ensures ongoing program excellence that highlights Southwest Mississippi culture and the cultivation and development of a growing audience of supporters, visitors and consumers
- Deepens and refines all aspects of communication, especially in the areas of Web presence, social media, and external relations with local communities



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Qualifications

- Master's degree in tourism, hospitality, management, history, sociology, or another relevant field
- Three (3) years experience as a unit head, manager, or another relevant position. Proven record of leadership, management and consensus-building experience required

Contact Information

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

Contact