

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

## **SENIOR DIRECTOR, STRATEGIC INITIATIVES**

### **General Purpose:**

The Senior Director, Strategic Initiatives is responsible to the County Superintendent and works under the direction of the designated administrator. The Senior Director, Strategic Initiatives provides leadership, coordination, and execution of high-impact organizational priorities, ensuring that assigned initiatives and services are delivered effectively and in conformance with county, state, and federal laws, regulations, and guidelines. The position is responsible for advancing strategic initiatives, strengthening external partnerships, securing and managing grant funding, and supporting the organization's long-term vision and priorities. This role serves as a key liaison between the County Office of Education and a broad network of educational and community partners, including nonprofit, government, and industry organizations, to expand educational opportunities, resources, and outcomes across the region. The position also plays a critical role in identifying and advancing opportunities that support the growth of community education programs and expand access to services that meet evolving regional needs. This is a Classified Management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

### **Strategic Leadership & Initiatives**

- Lead the development, implementation, and evaluation of strategic initiatives aligned with organizational priorities.
- Support executive leadership in advancing system-wide goals, innovation efforts, and continuous improvement strategies.
- Identify emerging opportunities and develop actionable plans to expand programs, services, and regional impact, including those that strengthen and grow community education offerings.
- Facilitate cross-departmental collaboration to ensure alignment and effective execution of initiatives.

### **Partnership Development & External Relations**

- Develop and sustain strong relationships with educational and community partners, as well as nonprofit, government, and industry organizations.
- Serve as a representative of the organization in regional and statewide collaboratives, committees, and initiatives.
- Identify and advance opportunities that leverage partnerships to enhance student services and program innovation, including expanded community education opportunities.
- Coordinate partnership agreements, MOUs, and joint initiatives in alignment with organizational goals.

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### **Grant Development & Resource Acquisition**

- Lead the identification, development, and submission of competitive grant proposals.
- Coordinate internal teams to develop grant concepts, budgets, and program designs.
- Oversee grant implementation, compliance, reporting, and evaluation.
- Establish systems to expand and sustain external funding sources.

### **Project & Program Management**

- Manage complex, multi-partner initiatives from concept through implementation and evaluation.
- Establish timelines, milestones, and performance metrics.
- Monitor progress and provide updates to executive leadership.
- Ensure alignment with organizational priorities and compliance requirements.

### **Strategic Planning & Analysis**

- Support the development and monitoring of the organization's strategic plan.
- Conduct research, data analysis, and environmental scans.
- Prepare reports and recommendations for executive leadership and the governing board.
- Conduct background research; collect, aggregate, and analyze data; and provide statistical and analytical support for strategic initiatives and special projects.

### **Supervision & Leadership**

- Provide direction and supervision to assigned staff and teams.
- Promote a culture of collaboration, innovation, and accountability.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- A Bachelor's degree is required.
- A Master's degree is preferred.

#### **Experience:**

- At least five (5) years of leadership experience in strategic initiatives, partnerships, or program development.
- Grant writing experience preferred.

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### **Knowledge, Skills and Abilities:**

- Knowledge of strategic planning and systems-level thinking.
- Knowledge of partnership development.
- Knowledge of grant writing and project management.
- Strong communication skills.
- Ability to manage multiple initiatives.
- Knowledge of public education systems preferred.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment and involves continuous contact with staff, representatives of other agencies and the community.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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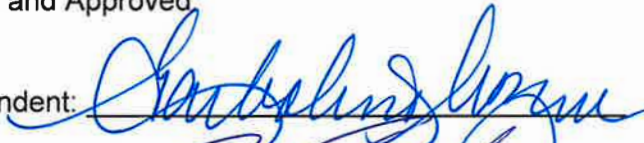
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.


**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 6

Reviewed and Approved:

Superintendent:  Date: 4/16/26

Human Resources:  Date: 4/16/26