

Executive Director

Summary of Role

- Accountable for leading all aspects of one or more major functional areas through managers or directors
- Directs areas/strategies that have broad impact across DU or in a School/College or a Center/Institute
- Typically reports to a Vice Chancellor, Associate Vice Chancellor or similar higher level administrator
- May act as area leader in absence of leadership

Scope

- Establishes and directs the execution of the strategic plans for the major area/multiple functions
- Responsible for developing and mentoring future leaders within the area/multiple functions, possibly through subordinate managers; establishes performance standards, achievement of goals and quality of results
- Develops and manages budgets and operational forecasts; accountable for monitoring budgets and identifies opportunities for revenue enhancement and containing costs and ensuring compliance with policies
- Makes complex, independent decisions to ensure departmental objectives are met

Education/Experience

- Bachelor's Degree
- Typically 8-10 years general business experience, including 10 years in management and 5 years in University/function