

Director, Silicon Valley Advanced Manufacturing  
Partnership  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261812>

Downloaded On: Sep. 19, 2025 11:18am

Posted Aug. 29, 2025, set to expire Jun. 1, 2026

<b>Job Title</b>	Director, Silicon Valley Advanced Manufacturing Partnership
<b>Department</b>	
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Aug. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Academic Unit Administration - Accounting & Finance Engineering
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6517948">https://apptrkr.com/6517948</a>

**Apply By Email**

**Job Description**

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**Director, Silicon Valley Advanced Manufacturing Partnership**

**Initial Review Date: 10/08/25\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.

**Salary Grade:**

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A2/A3 - H

**Full Salary Range:**\$128,180.47 - \$180,362.78 \*\*

\*\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range:\$128,180.47 - \$141,318.96 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

**The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.**

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**Foothill College Mission Statement:**

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

**POSITION PURPOSE:**

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Under the direction of the Associate Vice President of Workforce/ CTE plans, directs and oversees the management, compliance and strategic direction of the Silicon Valley Advanced Manufacturing Partnership (SVAMP); collaborates with faculty, staff, community colleges, grant evaluator and community partners to achieve the grant's objectives, maximize its impact on student success, and create a sustainable structure to increase the talent pipeline in advanced manufacturing by focusing on underrepresented populations in this field; ensures the successful execution of the grant project, including data collection, data management, accurate reporting, and comprehensive project oversight; and performs other related duties as assigned.

**NATURE and SCOPE:**

The Director, SVAMP is responsible for working with member colleges, the Bay Area Community Colleges Consortium (BACCC), employers and community-based organizations to develop and implement programs that drive enhancements to manufacturing technician and machinist training programs in Silicon Valley. This grant funded position oversees the implementation and management of the Strengthening Community Colleges Training grant. This grant effort is a partnership amongst five community colleges, De Anza, Evergreen, Foothill, Mission and Ohlone.

The Director plays a key leadership role in overseeing SVAMP, funded by Department of Labor's Strengthening Community Colleges Round 5 grant. The Director is instrumental in developing and implementing work plans with five colleges to meet the goals of SVAMP. The Director brings together multiple stakeholders including colleges, economic development agencies, workforce systems and community organizations to meet the workforce needs of the advanced manufacturing industry in Silicon Valley.

The incumbent leads and supports a team including deans from various colleges, Sub-Regional Director of BACCC and FHDA Central Services. The incumbent will work closely with an Evaluator to ensure that member colleges are meeting the expectations of the grant.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Plans, directs and administers the SVAMP grant; develops, manages and implements a detailed project plan, including timelines, milestones, resources needed and budget tracking; directs and oversees the management, compliance and strategic direction of SVAMP and ensures the projects are meeting the grantor goals and objectives.

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2. Collaborates with stakeholders to conduct needs assessment and gap analysis of the advanced manufacturing industry in Silicon Valley; identifies barriers to student entry and develops wraparound student support services; facilitates identification of shared interests, goals and objectives setting, and facilitates the development of projects and workplans; identifies, documents and tracks individual college and regional employer needs and trends.
3. Designs and implements data collection strategies to track key performance indicators (KPIs) and measure the effectiveness of grant-funded activities; establishes and maintains a robust data management system, ensuring data integrity, security, and accessibility.
4. Manages the grant budget, ensuring expenditures are aligned with the approved budget and grant guidelines; monitors budget variances and prepares budget reports.
5. Convenes and provides professional expertise to SVAMP member colleges including tracking action plans, process improvements or program enhancements and maintaining grant project records; facilitates communications and collaboration amongst college stakeholders, granting agency, industry partners and educational and community leadership to ensure stakeholders have access to critical information; organizes regular project meetings and disseminates all formal actions including minutes, records and data.
6. Oversees the development and improvement of employer-informed curriculum; engages advanced manufacturing pathway students in certificate stacking and other acceleration opportunities to support timely and effective transitions to employment and long-term success, especially for disproportionately impacted students; assists member colleges in the development of differentiated and streamlined intake and orientation processes and pre- and -post employment services and opportunities.
7. Researches best practices and market intelligence information; collects and analyzes complex data sets, prepares narrative and statistical reports; develops presentations of research findings appropriate to various audiences; develops and monitors individual grant and program tracking/data and ensures SVAMP meets state and federal guidelines; ensures accuracy and timely submission of mandated funder, federal, state and county reporting.
8. Conducts presentations to stakeholder groups including college leadership to achieve a variety of goals including demonstration of need/progress, sharing value propositions for stakeholder consideration, identifying institutional barriers and methods to address them, and promoting assigned programs and plans.
9. Contributes to the evaluation of the grant project, including data analysis and report writing; identifies areas for improvement and makes recommendations for future grant proposals.
10. Maintains SVAMP website and social media; develops and distributes a variety of outreach and marketing materials.
11. May chair, staff and/or serves on statewide, regional and/or subregional committees and represents SVAMP at local, regional, state and national conferences, meetings, workshops and

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seminars.

12. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio- economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.
13. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Principles, practices and techniques used in the analysis, evaluation, design, planning and project management of workforce development and career technical education programs. Requirements, guidelines, rules and objectives applicable to workforce development and career technical education grants.
2. Principles, practices and methods of grant budget development and management and grant outcome tracking and monitoring.
3. Advanced manufacturing industry and career verticals.
4. Applicable federal, state and local laws, rules and regulations, including California Education Code and Administrative Code provisions and Career Technical Education standards of the California Department of Education.
5. Research methods and analysis techniques.
6. Federal, state and local policies and directives applicable to areas of responsibility.
7. Understanding and implementation of shared governance, team-building and collaborative decision-making process within and across division/department lines.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work collaboratively with SVAMP member colleges and stakeholders to successfully develop and implement advanced manufacturing projects and outreach programs.
3. Develop a wide variety of community college, public agency, employer and community partnerships.
4. Analyze and make sound recommendations on complex community college educational and

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advanced manufacturing industry needs, educational programming and partnership issues within areas of responsibility.

5. Solicit and listen to diverse perspectives and facilitate a shared understanding of interests and common objectives.
6. Prepare and administer memorandums of understanding, partnership agreements, contracts, invoices and documents.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Research, gather and analyze qualitative, statistical and financial data and prepare a variety reports.
9. Oversee and coordinate marketing efforts.
10. Operate modern office equipment including computer equipment and specialized software applications programs.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A bachelor's degree.
3. 5 years of progressively responsible experience in workforce development, advanced manufacturing or grant program management.
4. Must be able to attend in person regional meetings, events, convening and other essential functions as determined by supervisor.

**Preferred Qualifications:**

1. Master's Degree.
2. Experience in community college or higher education.

**License and Certifications**

Possession of a valid California Driver's License or the ability to travel to various campuses and

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locations throughout the District.

**WORKING CONDITIONS:**

**Environment:**

1. Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

**Physical Abilities:**

1. Communicate and to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 15 lbs.
7. Reasonable accommodations will be made for individuals on a case-by-case basis.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that



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may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2190?c=fhda>

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**Contact Information**



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

**Contact**

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