



## STRATEGIC PARTNERSHIPS & INSTITUTIONAL ADVANCEMENT

**TITLE:** Director, Strategic Initiatives

**DUTIES:** This position is responsible for strengthening and expanding the College's enrollment and revenue growth through various channels. Responsibilities include the development and management of corporate and third party course provider initiatives to achieve the College's corporate market new student enrollment goals. The position is also responsible for developing and managing the College's regional workforce development pipelines. Serving as an external-facing relationship manager, this position works collaboratively with Strategic Partnerships and Community Relations to develop workforce strategies yielding community impact investments in the College. As a senior level connector, this position also works with Alumni Relations, Grant Writing, Admissions, Student Services, and Academic Affairs to develop and achieve the College's institutional goals.

**REQUIRED:** Bachelor's degree required/Master's degree preferred with a minimum of seven (7) years business development experience in strategic partnerships, workforce development, higher education, account management, and/or related career field. Demonstrated ability to identify and cultivate senior-level relationships with internal and external clients. Ability to develop and execute human capital-based business development strategies, plans, and assessments. Sales experience a plus. Understanding of sound budgeting principles and practices required. Demonstrated ability in areas of leadership, management, problem solving, and organization skills. Exemplary Customer Service orientation and interpersonal skills and creativity. Ability to work in fast-paced environment while being flexible, collaborative, and able to adjust in a rapidly changing environment. Strong project and time management skills to enable the accomplishment of many tasks on a concurrent basis. Excellent oral and written communications. Proficiency in Windows operating environment along with current Microsoft Office Suite, as knowledge of Salesforce or comparable platform, and the ability to learn and use other current applications.

**STATUS:** Regular Full-Time/Exempt

**HOURS:** Day, evening, and weekend responsibilities, as required.

**REPORTS TO:** Vice President, Strategic Partnerships and Institutional Advancement

**POSTED:** December 21, 2018. Internal candidates must post for the position within ten (10) calendar days from the date posted.

**APPLY TO:** Please submit a letter of interest with your salary expectations, as well as a current resume to: Human Resources Department, Peirce College, 1420 Pine Street, Philadelphia, PA 19102; email to [JobsAtPeirce@peirce.edu](mailto:JobsAtPeirce@peirce.edu); or fax to: 215.670.9069. We strongly encourage materials be submitted via email. We will contact only those candidates who best meet our requirements.

*Peirce College is an **Equal Opportunity Employer** and is committed to ensuring equal opportunity in all employment decisions, policies, and practices.*

*The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of a person's age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation,*

*gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.*

*For questions concerning equal employment opportunity, please contact the Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). Applicants who require reasonable accommodations to participate in the interview process should contact the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277).*