

JOB INFORMATION

| | |
|-------------------------|---|
| Effective Date | 2/9/2022 |
| Job Code: | 2284 |
| Job Title: | Executive Director, Strategic Partnerships |
| Salary Grade/Structure: | 090 - Admin-Professional |
| Career Level Name: | |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec, Admin, Mgmt |
| Job Function: | Strategy & Policy |
| Job Family: | Strategic Partnerships |
| Job Summary | The Executive Director, Strategic Partnerships is responsible for the development and cultivation of student and faculty centric Strategic Partnerships for the university. The Executive Director (ED) provides primary interface between the university and the external community regarding outreach and corporate engagement opportunities designed to provide experiential education opportunities for stakeholders regarding the value of partnering with the university. Strategizes, initiates, and establishes contact with external industry, governmental agencies, non-government agencies, and community organizations. The Executive Director will conceptualize, develop, maintain, and expand strong stakeholder relations with external and internal partners. |

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

| Education Level | Education Details | Required/Preferred | |
|-----------------|--------------------------------------|--------------------|--|
| Master's Degree | Degree in Business or related field. | Required | |

Work Experience

| Experience | Experience Details | Required/Preferred | |
|--------------|---|--------------------|--|
| Considerable | Seven years of directly related job experience. | Required | |
| Considerable | Diverse range of experience in Strategic Partnership development in a higher education and/or Business Development setting. Direct experience in Strategic Planning, External Relations, Community Relations, and ability to initiate, build and sustain strong relationships/partnerships. | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Preferred | |
|-------------------------|--------------------------------|------------|------------------------|--|
|-------------------------|--------------------------------|------------|------------------------|--|

Knowledge, Skills and Abilities

| KSAs | Proficiency |
|---|-------------|
| <ul style="list-style-type: none"> Knowledge of advanced principles, techniques and theory in professional discipline or thorough general business management knowledge. | Proficient |
| <ul style="list-style-type: none"> Must possess excellent organizational skills, capable of efficiently managing multiple projects and priorities simultaneously. | Proficient |
| <ul style="list-style-type: none"> Must have excellent written and oral communication skills with the ability to express ideas clearly and effectively. | Proficient |
| <ul style="list-style-type: none"> Ability to analyze and track performance data, and to perform in-depth analysis to interpret and evaluate obscure/vague information in the development of new solutions for complex technical and/or managerial problems. | Proficient |
| <ul style="list-style-type: none"> Ability to exercise discretion and independent judgment in comparing and recommending numerous solutions. | Proficient |
| <ul style="list-style-type: none"> Ability to perform analytical and inductive thinking required in extensively adapting policies, procedures and methods to fit unusual or complex situations. | Proficient |
| <ul style="list-style-type: none"> Must possess the ability to lead, mentor and motivate high levels of performance within an integrated, professional team working across the university community and with key external constituents. | Proficient |

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

| Essential Function | % TIME |
|---|--------|
| <ul style="list-style-type: none"> Connects local, regionally, national, and international based companies, organizations and community leaders to various academic and student-oriented components of the university (via internships, conferences, and speaker programs). | 20% |
| <ul style="list-style-type: none"> Cultivates, solicits and engages key external stakeholders to intentionally advance the university's strategic priorities. | 15% |
| <ul style="list-style-type: none"> Working closely with Academic Affairs, University Advancement, Student Affairs (Career Services) and other university partners. Strategizes and facilitates the development of university-wide outreach and engagement and specifically, facility usage, research partnerships, marketing/event sponsorships, faculty engagement, workforce development (staff training/education), and philanthropic activities. | 20% |
| <ul style="list-style-type: none"> Develops, evaluates, assess, and updates the operational and strategic plans for the office of Strategic Partnerships to strengthen the collaboration within the university as well as reach out to high interest prospective partners to complement existing university-based resources. | 15% |
| <ul style="list-style-type: none"> Explore, identify and secure mutually beneficial relationships that allow external entities to utilize the various university-based resources; facility usage, research opportunities, faculty/scientist exchange opportunities, and student experiential learning opportunities. | 15% |
| <ul style="list-style-type: none"> Leads efforts to coordinate program planning, scheduling, and sharing of appropriate student and client information (CRM data-bases) with other components of the university related to student success and student experience. | 5% |
| <ul style="list-style-type: none"> Oversees specific programs and events related to the strategic partnerships and to enhance student engagement. | 5% |
| <ul style="list-style-type: none"> Other related duties as assigned. | 5% |

PRE-EMPLOYMENT

| | |
|--------------------------|-----|
| MVR: | Yes |
| Criminal History: | Yes |
| Physical Exam: | No |
| Hearing Exam: | No |
| Pulmonary Function Test: | No |

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | |
| Carrying | | X | | | | |
| Pushing | | X | | | | |
| Pulling | | X | | | | |
| Climbing | | X | | | | |
| Balancing | | X | | | | |
| Stooping | | X | | | | |
| Kneeling | | X | | | | |
| Crouching | | X | | | | |
| Crawling | | X | | | | |
| Reaching | | X | | | | |
| Handling | | | X | | | |
| Grasping | | | X | | | |
| Feeling | | X | | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | | X | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------------|
| 20% | Travel to local events. |