Executive Director, Corporate & Institutional Partnerships, University Advancement

Job Posting #2000079

Job Function: Advancement/Development

Primary Location: United States-Pennsylvania-Pittsburgh

FT/PT Status: Regular Full Time

Organization: CORPORATE RELATIONS (UNIV ADVANCEMENT)

Minimum Education Level: Bachelor's Degree or equivalent

Preferred Education Level: Master's Degree or equivalent

Salary: Negotiable

Position Summary:

The executive director of corporate and institutional partnerships reports to the Vice President of University Advancement. The executive director is responsible for planning and leading the preponderance of Carnegie Mellon's efforts in building strategic partnerships and revenue opportunities with corporations and institutional partners in close collaboration with partners in a number of administrative and academic units.

Qualifications:

- Education:
  - Bachelor's degree or equivalent experience required
  - Master's degree or equivalent experience preferred

- Licenses:
  - Must possess and maintain a valid driver’s license.
  - Must successfully complete a driver's license verification on an annual basis.
  - Must complete the National Safety Council Defensive Driver Training once every three years.

- Experience:
  - At least ten years of related development experience
  - Twelve or more years of experience in private higher education fundraising and management of a complex fundraising group preferred

- Skills:
  - Broad knowledge of the principles of fundraising and the ability to integrate the corporate and institutional partner relations program into the greater fund-raising and advancement organization
  - Ability to see and understand the overall objectives of development as well as the university’s strategic objectives in building relationships with companies and institutional partners
  - Ability to initiate, analyze, monitor, evaluate and alter strategic development plans
  - Ability to articulate the case for support so that corporations and institutional partners “buy into” the vision /mission /goals of CMU and understand with sufficient effectiveness to secure revenue, particularly gifts, at $1 M or more
  - Organized for high personal production yet able to delegate and inspire exceptional work from others through team building and cooperation
  - Knowledge of business and marketing techniques and the ability to apply these principles effectively
  - Personal belief in mission, goals and objectives of private higher education

- Physical Mobility:
  - Normally sedentary with some mobility
  - Must be able to travel around the country for more than a week at a time.

- Environmental Conditions: Work usually performed in an office setting with computer monitor for long periods of time.
Mental: Must be able to work under the pressure of deadlines and dollar goals and tolerate stresses associated with managing a diverse professional staff

Other:
  o Weekend and evening work will be required.
  o Must successfully complete a background investigation including: professional references, county criminal record, social security verification, and educational history verification.

APPLICATION:

To apply please submit a cover letter and resume to Careers@Carnegie Mellon at: https://cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=2000079