

Job Title:	Director, Alliant School of Education University Partnerships and Community Engagement	Department:	Operations
Job Code:		Reports to:	AVP, CSOE Partnerships and Strategic Initiatives
Labor Grade:		Classification:	Exempt

Position Summary:

Director, Alliant School of Education University Partnerships and Community Engagement builds market position for Alliant's School of Education by locating, developing, defining, negotiating, and closing school districts, charter schools and community organizations and university relationships that lead to increased new student inquiries and interest in Alliant degree and teacher certification programs. The candidate will be responsible for building a stronger image and brand, growing program revenue streams, and contributing to Alliant's overall success. This person will also work closely with Admissions, Marketing, Alumni Relations, Faculty, and the Dean's Office to ensure strategic coordination of all efforts. Overall, this person develops and maintains strategic, long-term partnerships with educational institutions and community organizations.

Minimum Qualifications:

Education: Bachelor's Degree in education, business, marketing or related fields from an accredited college or university (Master's preferred)

Experience: Two (2) years in partnership development in the TK-12 industry or working in a TK-12 setting in professional development/teacher certification or related field. Experience working in higher education, knowledge of teacher preparation and certification programs and prior leadership/management experience is preferred. Background with understanding B2B relationship development. Great writing background with the ability to create a compelling narrative.

Certifications, Licenses, etc.: Valid Driver's License and automobile insurance

Skills:

- Proficient in Microsoft Office, PowerPoint, Outlook and a CRM (Salesforce), or similar databases.
- Advanced written and verbal communication skills.
- Excellent customer-service skills, including sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse backgrounds.
- Proven ability to work effectively as a team player; highly motivated, focused and results oriented.
- Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times.
- Ability to manage multiple tasks according to required deadlines and maintain composure under high stress conditions.
- Ability to be optimistic, positive and supportive in all interactions with others.
- Ability to work independently and be self-motivated.
- High level of accuracy and attention to detail and the ability to problem solve.
- Must demonstrate the ability to work as an effective team member and develop trusting relationships with university partners, students and Alliant employees, as well as various academic departments.
- Experienced in developing and delivering presentations.

Duties & Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Creates, executes and maintains a business development portfolio and continuously develops interest and inquiries for degree and teacher certification programs, and conveys the Alliant University mission, program and strategic initiatives.
- Develops and executes a quarterly strategic plan leading to university partnerships, internships for students and enrollment growth.
- Represents Alliant to a wide variety of agencies, groups, and individuals seeking to establish, develop and maintain long term community/educational partnerships as a bridge for potential teacher candidates and other employees/members to further their education and advance the profession.
- Assesses needs; develops, implements, and evaluates strategies for partnerships with TK-12 schools, institutions of higher education, and community organizations to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth.
- Facilitates the establishment of MOUs with school districts for Intern placement.
- Demonstrates thorough Alliant program knowledge as well as TK-12 industry trends. Able to provide solutions to meet partner's needs.
- Successfully transitions from establishing partnership / relationship to operations that include a marketing and communication strategy to partner organizations that includes outreach opportunities (information sessions/events) for student recruitment
- Develops clear timelines for partnership implementation and progress monitoring. Collaborates with applicable internal stakeholders to set priorities and deliverables.
- Collaborates with marketing, admissions, program directors and dean to develop strategies around lead generation.
- Works directly with prospective students to educate them on the Alliant program offerings and the admissions process.
- Represents other Alliant schools and programs as needed for university partnership development and student recruitment
- Maintains accurate documentation of all activities, contacts and accounts in CRM.
- Perform other related tasks, duties and responsibilities as required, assigned or directed.

Supervisory Responsibility:

Direct Reports: None

Indirect Reports: None

Contact Responsibility:

Internal: Interacts with supervisor to receive direction and instructions and/or review of work results. This position will work closely with colleagues in multiple departments (i.e., Admissions, Marketing, Student Advising, Dean, Faculty etc.) to support both students and colleagues in achieving student success and department goals.

External: This position will meet with decision-makers/leadership of partner, prospective partner, and community organizations to develop and maintain a business development portfolio. Interacts with prospective students to provide advice and support.

Primary Work Location, Hours & Travel Requirements:

Office Location: Phoenix, AZ (with Remote Office as required)

Work Hours: Standard office hours, if in the office; and evenings and weekends as needed.

Travel: up to 75% of time

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work environment may be in a standard office setting, if in the office. When in the field, the work environment may change depending upon the partnership, but usually indoors in a meeting or seminar setting. Occasionally may work in an outdoor environment. Frequently exposed to low to moderate noise, various odors, temperature changes, and equipment with moving parts, including but not limited to computers, phones, printers, and other standard office equipment.

Physical Requirements:

Ability to execute those physical activities required to perform the essential functions including, but not limited to, regular sitting and being mobile; continual communicating both in person and on the telephone; regular keyboarding; regular reading of both print and digital material; and all other activities required to perform essential functions. May require lifting and transferring of materials (collateral, banner stands, etc.) up to 50 pounds.

Compliance:

- Responsible to perform all work in a manner that complies with the organization policies, applicable regulations, applicable standards of professional performance, or other recognized laws or requirements as these policies, regulations, standards, laws or requirements relate to the position.
- Responsible to participate and support in the organizational compliance activities and to take appropriate action in reporting issues related to compliance.
- Responsible to perform all duties and responsibilities in a manner that complies with the Alliant International University Mission, Values, and Pillars, if applicable.

Last Updated By:

Date/Time:

This job description is intended to describe the general nature and level of work being performed by the person assigned to the position. It is not intended to be an exhaustive list of all duties, responsibilities, and skills. The job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person; for non-union employees, employment remains at-will. Management reserves the right to add to or change duties at any time.

I have read and received a copy of my job description. I further understand that I am expected to follow my job as outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee Name – Printed

Employee Signature

Date