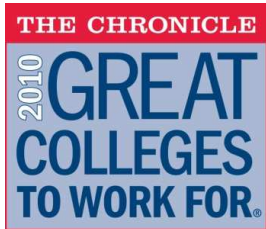


Business Development Program Manager - Executive Education



The University of Notre Dame has been named one of The Chronicle's 'Great Colleges To Work For' in 2009 & 2010 – visit <http://ND.jobs> to see why!

The University of Notre Dame (www.nd.edu) is accepting applications for a Business Development Program Manager to significantly contribute to the reputation and financial goals and objectives of Executive Education (http://business.nd.edu/executive_education/) by creating and managing a client portfolio of executive solutions (degree and non-degree).

- Develop collaborative corporate relationships which become short and long term executive development opportunities that meet the department's strategic, reputational, and financial objectives.
- Increase awareness and usage of more of our portfolio of programs (degree, custom, open) by new clients.
- Expand the department's client base and develop a more robust sales pipeline.
- Increase revenue while maintaining or improving margin.
- Utilize and expand the department's target list.

Responsibilities include the following:

1. Business Development and Client Relationship Management - Identify, qualify, and develop new business opportunities and relationships for degree and non-degree programs. Position requires proven skills establishing corporate relationships with C-level executives and senior managers. The duties include marketing, prospecting, qualifying prospects and developing new business by selling executive education programs. These programs include:

- Executive-level Degree Programs (including project relationships)
- Custom Executive Education
- Open Enrollment Executive Education

2. Custom Program Development, Design, Pricing and Implementation - Individual must be able to create complex custom developmental programs, experiences and solutions for clients using various tools, frameworks and methodologies. The individual will have the ability gather information through effective interviewing of C-level executives and senior managers as well as other sources and then apply that information to design, advise and facilitate organizational learning with specific emphasis on models, methodologies and action learning. The creation of these engagements will include collaboration with Executive Education team members, Notre Dame faculty, external experts and thought leaders; the ideal candidate will select, assemble, coach and direct this group of people as a virtual team and evaluate their work as needed.

3. Proposal Writing/Generation and Professional Presentations - Prepare and deliver professional, high quality, written presentations, program design documents, proposals, letters of agreement and other business correspondence. The individual will participate on proposal writing and reviewing teams -- often taking the lead.

4. Strategy Development - Assist the Director of Executive Education, and other directors, in designing and executing strategy and meeting the sales, margin and profitability goals for executive programs.

MINIMUM QUALIFICATIONS:

Bachelor's degree required; Master's degree preferred. Must have 5 - 6 years of previous experience. Must possess the following:

- Strong marketing, sales, and business development skills (preferably selling executive education programs/products or a service) and business development experience with the proven results to support it.
- Strong relationship management and reputational management skills.
- Record of successful prospecting, qualifying opportunities, developing opportunities, growing accounts and managing relationships that result in long-term business partnerships and repeat business.
- An understanding of core business function areas, complex business issues, leadership development and organizational development theory and practice.
- Strong interpersonal communication skills - oral and written. Ability to effectively communicate (oral and written) with a variety of levels of managers and executives in a professional, appropriate manner.
- Strong presentation skills to conduct professional presentations for individuals and groups of executives and managers.
- Understanding and working knowledge of the University and College's mission and the role of Executive Education.
- Capacity to create and design complex custom. developmental programs and experiences for clients using various tools, frameworks and methodologies.
- Ability to identify and collaborate with thought leaders and other experts. Able to work effectively with faculty.
- Ability to be creative, effective and disciplined in an extended sales cycle in order to earn the business.
- Be self initiated and able to work independently.
- Ability to prioritize, perform and follow through on initiatives, work according to an effective sales process and close deals with limited supervision.
- Must be able to handle confidential information discretely.
- Proficient in MS Office software, e-mail, electronic scheduling, databases and the internet.
- Experience utilizing CRM database. Database must be kept current. Maintain organized & accurate written and electronic records of all relevant prospecting, sales and relationship-building activity and results.
- A willingness to travel on a regular basis.

ABOUT NOTRE DAME:

The University of Notre Dame, founded in 1842 by Rev. Edward F. Sorin, C.S.C., of the Congregation of Holy Cross, is an independent, national Catholic university located in Notre Dame, Ind., adjacent to the city of South Bend and approximately 90 miles east of Chicago. With 1,250 acres containing two lakes, Notre Dame is well known for the quality of its physical plant and the beauty of its campus.

See how you can enjoy the advantages of life in a livable, affordable environment accessible to a multitude of amenities sure to match your preferences. Enjoy them with a University community where a sense of belonging and engagement may be the most cherished feature of all. With many affordable neighborhoods, award winning school systems and of course world-class sporting and cultural entertainment options, there is literally something for everyone here - <http://hr.nd.edu/why-nd/community-connections/>.

APPLICATION PROCESS:

Please apply online at <http://ND.jobs> to Job #10556 or visit <https://jobs.nd.edu/applicants/Central?quickFind=56268>. For additional information about working at the University of Notre Dame and various benefits available to employees, please visit <http://hr.nd.edu/why-nd>.

The University of Notre Dame is committed to diversity in its staff, faculty, and student body. As such, we strongly encourage applications from members of minority groups, women, veterans, individuals with disabilities, and others who will enhance our community. The University of Notre Dame, an international Catholic research university, is an equal opportunity/affirmative action employer.