

Position Information

Job Title	Director of Nonprofit Executive Education
Job Description	<p>The Mendoza College of Business is seeking a full-time Director of Nonprofit Executive Education Programs. This is a new position that has been created to expand non-degree executive education.</p> <p>Specifics of the position include:</p> <ul style="list-style-type: none"> - Manage relationships with leaders of national, state and local networks of nonprofit organizations that result in long-term business partnerships. The position requires reputational management as the individual represents the University, College and department. The candidate must be able to travel. - Develop non-degree executive educational programs in collaboration with the leadership of inclusive networks of nonprofit organizations. Must be able to represent accurately our capabilities in committing the faculty of the Mendoza College of Business. In turn, the candidate must build a resource pool of capable adjuncts to staff non-degree certificate educational programs. - Prepare and deliver careful professional, high quality written presentations, program design documents, letters of agreement and other business correspondence. - Accept written assignments and speaking engagements on nonprofit leadership issues. - Provide regular communication and progress reports to Director and MNA staff regarding non-degree education pipeline activity and results.
Minimum Qualifications	<p>A Master's degree in business, education, social work or equivalent is required. Must have a minimum of 7 years in executive or senior management in a nonprofit organization, preferably in an organization with national scope. Previous experience in designing, implementing, and evaluating executive education programs will be valuable. The skills needed for this position include leadership and strategic planning, management of business partnerships, curriculum development, excellence in writing and public speaking and the creative design of evaluation and feedback mechanisms.</p>
Preferred Qualifications	
Special Instructions to Applicants	
Department	MCOB:MNA Program
Position Level	13
Department Hiring Pay Range	\$7,500 - \$8,333/Month
Pay ID	Semi-Monthly
FLSA Status	Exempt
Job Category	Administrator/Professional
Job Type	FT: 40 HRS/9 MOS OR MORE

Schedule: Days of Week & Hours	Monday - Friday, 8 am - 5 pm
Schedule: Hours/Week	40
Schedule: # of Months	12
Job Posting Date (Campus)	07-02-2008
Job Posting Date (Public)	07-02-2008
Job Closing Date	Open Until Filled
Posting Type	Internal and External Applicants
Application Types Accepted	External Application Internal Application
Requisition Number	020080331

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