ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Corporate Partnerships

DEPARTMENT: Gabelli School of Business

OVERVIEW:
Reporting to the Senior Director of the Career Development Center (CDC), the Assistant Director of Corporate Partnerships uses established University connections and develops new leads to expand the Gabelli School’s relationships with companies and organizations inside and outside New York City, with the end goal of creating job, internship, and corporate engagement opportunities for business students. The Assistant Director of Corporate Partnerships has direct coverage responsibility for specific sectors but also act as a key player on a small team charged with delivering across all industries.

RESPONSIBILITIES:
• Works closely with the Senior Director in developing and executing the strategic plan for significantly expanding the portfolio of companies recruiting Gabelli School students.
• Develops, cultivates, and maintains an ever-expanding portfolio of employers who hire Gabelli School students and otherwise engage students for career-related purposes, focusing on specific business fields as assigned by the Senior Director.
• Acts proactively rather than reactively in pursuing partnerships based on assessments of student needs, knowledge of growth industries, and insight into companies that have gone untapped.
• Identifies and capitalizes on existing points of leverage, such as alumni connections, faculty networks, and personal contacts from prior roles to open new relationships with employers.
• Uses competent, creative, well-informed approaches to establish new corporate relationships where no previous connections exist.
• Tailors corporate outreach methods to companies of all types and sizes, from large-scale marquee employers to small startups.
• Maintains and constantly re-evaluates the corporate partnership opportunities available in each assigned sector. Confers regularly with the Senior Director on where to target our approach for maximum effectiveness and student benefit.
• Understands performance goals and metrics established by the Senior Director and uses the CDC’s CRM system and other reporting systems to track results.
• Works with the Assistant Directors of Career Advising at both Rose Hill and Lincoln Center, and the University Office of Career Services as needed, to design customized recruiting strategies for companies and optimal ways for them to engage with Gabelli School students. This will include, but is not limited to, on-campus recruiting, Fordham job-board postings, information sessions, student club engagement, and diversity initiatives.
• Works with the Recruiting Manager and Assistant Directors of Career Advising to execute on-campus recruiting events and to deliver a positive experience for recruiters.
• Regularly monitors employer engagement and satisfaction, seeking feedback after each recruiting season through surveys and other mechanisms.
• Continually explores and responds to requests for non-hiring-specific relationship-building opportunities for potential employers.
• Seeks and maintains current information on hiring trends and themes in their assigned industries and keeps CDC colleagues informed of developments.
• Assists in maintaining and updating marketing collateral and other material used in the corporate-outreach process.
• Performs an alumni-relations function on behalf of the CDC team, including tracking relationships and executing career-development programming that involves alumni participation.
• Participates in student programming and other CDC activities as needed.
QUALIFICATIONS:

- Bachelor’s Degree required. Advanced degree preferred.
- Strong track record in business development, which could include university employer relations, development/advancement, industry sales and marketing, or corporate HR and recruiting.
- Demonstrated capacity to produce results against established metrics.
- Collaborative, team-oriented approach. We seek a relationship-builder with the ability to foster partnership and collaboration.
- Creativity and an affinity for using novel approaches to improve results.
- High degree of motivation, energy, persistence and follow-through.
- Excellent interpersonal, organizational, presentation and communication skills.
- A positive attitude with high standard of personal integrity and professionalism.
- A strong desire to advance the cause of undergraduate and graduate business students and create new opportunities.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: July 1, 2019

SEND LETTER AND RESUME: pcolton@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories*