



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A00635

Date: 09.30.21

## ADMINISTRATIVE POSITION ANNOUNCEMENT

**TITLE OF POSITION/RANK:**

**Coordinator of Corporate Partnerships**

**DEPARTMENT:**

**Gabelli School of Business  
Career Development Center, Lincoln Center**

### POSITION SUMMARY:

Reporting to the Director of the Career Development Center, the Coordinator of Corporate Partnerships will use established University connections and develop 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 enrichment/engagement opportunities for business students. He or she has direct coverage responsibility for specific sectors but also acts as a key player on a small team charged with delivering across all industries.

### RESPONSIBILITIES:

- Works closely with the Director of CDC 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 Director of the Career Development Center (CDC).
- 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.
- Tailors corporate outreach methods to companies of all types and sizes, from large-scale marquee employers to small startups.
- Maintains and constantly re-evaluates corporate partnership opportunities available in each assigned sector. Confers regularly with Director on where to target our approach for maximum effectiveness and student benefit.
- Understands performance goals and metrics established by the Director and uses the CDC unit's CRM system and other reporting systems to track results.
- Works with the Assistant Directors of Career Advising at both RH and LC, and 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 Career Advising team 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 his or her assigned industries and keeps CDC colleagues informed of developments.
- Assists in maintaining / updating marketing collateral / other material used in corporate outreach.
- 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; Relationship-builder with ability to foster partnership and collaboration.
- Creativity, high energy, and an affinity for using novel approaches to improve results.
- Excellent interpersonal, organizational, presentation and communication skills.
- Positive attitude with high standard of integrity, professionalism, motivation, persistence, and follow-through.
- A strong desire to advance cause of undergraduate and graduate business students and create new opportunities.

**SALARY:**

**Commensurate with experience**

**FLSA CATEGORY:**

**Exempt**

**START DATE:**

**ASAP**

**SEND LETTER AND RESUME TO:**

[kewiscollins@fordham.edu](mailto:kewiscollins@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*