ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Director, Fordham Foundry (grant funded, continuation contingent upon additional funding)

DEPARTMENT: Gabelli School of Business, Rose Hill

OVERVIEW: The Fordham Foundry (http://www.fordhamfoundry.org) focuses on being a vibrant, central part of the work of Entrepreneurship at Fordham, and a key node in the Fordham Entrepreneurial ecosystem. The Executive Director’s job is to chart a strategic direction for the Fordham Foundry, develop and implement initiatives to drive its growth, create internal and external visibility and ensure financial sustainability.

RESPONSIBILITIES:

- Set and maintain the strategic direction of the Foundry, in conjunction with the Dean’s office and the Foundry Advisory Board.
- Work with the Foundry Advisory Board, sets up meetings and manages the relationship.
- Work with the Gabelli School of Business communications group to promote the Foundry across the university community so as to increase awareness and participation.
- Build and manage external relationships with NYC startup / Entrepreneurship organizations, other relevant universities, and corporations that can help Foundry students and alumni to pursue their projects.
- Develop a budget, manage the finances and expenditures of the Foundry.
- Work with the Fordham Development and Alumni Relations (DAUR) office, Gabelli School of Business administration, and others to seek out and build funding sources such as corporate and foundation grants, donations, and other institutional financial support.
- Hire and manage staff and interns to support the Foundry’s mission and programming.
- Direct and help implement programming: events, education, roundtables, etc.
- Assure that the physical Foundry facility is professional and inspiring.
- Meet with students, alums, and community members seeking Foundry support: match them with mentors, offer advice, consultation, encouragement, and networking assistance to help them build their business or social venture.
- Opportunities to teach entrepreneurship-related courses, if interested.

QUALIFICATIONS:

- Advanced degree required. EdD or PhD in a business related field preferred.
- Business experience required: at least three to five years in a managerial role and/or in a key role in a startup or new venture.
- Two to three years of experience advising and working with students in a business education setting preferred.
- Fundraising experience preferred.
- Demonstrated ability to advise and teach in an AACSB-accredited business school.
- Commitment to student development and meeting the higher education needs of students.
- Strong connections to the NYC business community preferred.

SEND LETTER AND RESUME TO: Jennifer McKeown at jmckeown3@fordham.edu

SALARY: Commensurate with experience

START DATE: ASAP

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.