

## **Chatham University**

### **Job Description**

Job Title: Director of Strategy & Partnerships, Falk School of Sustainability & Environment (FSSE)

Reports to: Dean, Falk School & Eden Hall Campus ("Dean")

Position Summary: The Director of Strategy & Partnerships ("Director") will coordinate internal and external collaboration for the Falk School and lead the implementation of high priority partnership projects. In collaboration with the Dean, FSSE academic programs and other University stakeholders, the Director will serve as the focal point for developing and coordinating external partnerships between the Falk School and higher education, community and private sector partners. These partnerships will focus on delivering student experiential learning and achieving impact on broader sustainability goals. The Director will lead the management and implementation of high priority partnership projects that cut across departments and/or are anchored in the assets of the Eden Hall Campus. The Director also will serve as a primary support for the Dean in fostering strong connections and a culture of shared governance among academic programs within the Falk School and other administrative units of the Eden Hall Campus to advance its joint educational and social mission.

Qualifications:

1. Doctorate or terminal professional degree with focus on education, administration or related fields from an accredited institution, preferred. Master's degree in education, administration or sustainability fields with at least 8 years of experience in education administration, organizational strategy development, workforce training partnerships and related fields will be considered in lieu of a doctorate or terminal professional degree.
2. Four years of higher education experience with increasing responsibility in the area of partnership and/or co-curricular development and fostering collaboration across diverse stakeholder groups.
3. Experience with experiential learning initiatives and partnerships tied to higher education degree-conferring programs, non-degree workforce development programs or community-level collaborations focused on skills development.
4. Experience successfully managing complex projects with multiple funding sources and various partners, including managing budgets & grants and developing and overseeing project implementation plans.
5. Demonstrated experience embedding a diverse and inclusive lens into curricular, co-curricular or community programs.
6. High degree of emotional intelligence, interpersonal skills and proven ability to work effectively in a dynamic and diverse environment, with a committed and engaged faculty, and with a highly creative student population.
7. Demonstrated strong communication, analytical, and problem-solving skills to review and analyze complex information. Outstanding written and oral communication.

Duties and Responsibilities:

#### **Falk School Collaboration & Strategies**

- The Director will provide leadership, develop strategies, and serve as liaison with faculty and other administrative units of the Falk School & Eden Hall Campus to

enhance strong connections among academic programs, elements of Eden Hall's 'learning laboratory' (farm, aquaculture, buildings & facilities), and student experience with a goal of improving student recruitment & retention, including developing policies & procedures that enhance collaboration.

- The Director will track progress, utilize institutional data, gather additional data, and develop approaches to continuously improve the administrative systems and processes of the Falk School & Eden Hall.

### **External Partnerships**

- Working with the Dean and other University stakeholders, the Director will develop strategies for fostering partnerships among the Falk School, community/civil society organizations, other academic institutions and private sector actors to advance the Falk School's joint academic and social mission.
- The Director will collaborate with FSSE academic program leaders and faculty and work closely with other administrative units of the Eden Hall Campus to develop external partnerships that link experiential learning, community engagement and workforce development in ways that advance career pathways in sustainability within the Pittsburgh area and beyond.
- In collaboration with the Advancement Department and the Dean, the Director will investigate and pursue potential grant opportunities to support these strategies and partnerships.

### **Project Management & Implementation**

- The Director will lead the implementation of high priority partnership projects that cut across Falk School departments and/or are anchored in the assets of the Eden Hall Campus, including existing and future efforts such as a sustainable career pathways network, the Eden Hall Trails Masterplan, and the National Aviary Partnerships.
- In implementing these projects, the Director will manage budgets, grant deliverables, implementation plans and partnership coordination.

Physical Requirements:  
40%

Hear: Continuous

Sit:

Speak: Continuous

Stand: 25%

See: Continuous with 20/20 acuity

Walk: 35%

Stoop/Bend/Kneel/Squat: 10%

Write:

80%

Use telephone: 50%

Push/Pull: 5%

Use computer: 40%

Reach above shoulders: 5%

Fine hand manipulation: 25%

Date June 28, 2021