
Job Title	Director of Auxiliary Business Development
PVN ID	QB-2209-005061
Category	Managerial and Professional
Location	QUEENSBOROUGH C. C.
Department	Finance & Administration
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 01, 2022 (Or Until Filled)

General Description

Queensborough Community College is one of 24 institutions, including seven community colleges, within The City University of New York (CUNY), the nation's largest urban public university. The College, established in 1958, confers the Associate in Arts, the Associate in Science and the Associate in Applied Science degrees, and offers Certificate Programs in various career areas. It offers over 40 programs in Liberal Arts & Sciences, Business, Engineering Technologies, Arts & Humanities, Health Related Sciences, and Education and has an enrollment of over 12,000 students. The Queensborough Community College campus is located on 37-acres and contains 18 buildings, with a total gross area of nearly one million square feet.

The Queensborough Community College Auxiliary Enterprises Association (QAUX) is a non-academic separately incorporated business responsible to provide goods or services to students, faculty, or staff and to maximize the use and rental of space to generate income for support of the college.

The Director of Auxiliary Business Development will be responsible for developing and executing the growth strategy for the Queensborough Community College Auxiliary Enterprises Association. The successful candidate will contribute to long-term success through the development of new business partnerships, joint ventures, and special projects while seeking to position QAUX as North East Queens' destination for camps, conferences, and events.

Reporting to the Executive Director for Finance & Administration, the Director will work to define and shape growth strategies consistent with QAUX's mission and strategic objectives in support of Queensborough Community College. Candidates for the Director of Auxiliary Business Development position should possess the strong business acumen needed to effectively engage external parties and cultivate a pipeline of growth opportunities, and the leadership skills needed to coordinate and communicate with key internal stakeholders to ensure alignment with QAUX's mission. This is a full-time position, 35 hours per week paid through the Research Foundation of CUNY (RFCUNY.)

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is

defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

Other Duties

Responsibilities include:

- Developing and managing a pipeline of new business opportunities including potential partnerships and sourcing and navigating rentals and revenue generating programs from prospecting to close.
- Identifying and acting on opportunities to increase utilization of campus space.
- Developing and maintaining relationships with new and existing clients to increase numbers of camps, conferences, and events hosted by QAUX, actively converting customer inquiries into executed contracts and developing repeat business.
- Ensuring and growing profitability of campus dining services.

Qualifications

Minimum Qualifications:

- Bachelor's degree.
- Three years of successful professional experience in business development, or related experience in sales and marketing.
- Experience using Excel to create financial models and budgets.
- Experience analyzing programs for profitability.
- Effective written communication skills.
- Excellent personal presentation and professionalism.
- Ability to manage own workload, with a strong work ethic and dedication to accomplishing goals.
- Experience supervising staff.

Preferred Qualifications:

- Experience with contract development and risk management.
- Successful experience:
 - Developing and managing profitable programs, events, conferences, etc.
 - Developing and mentoring employees.
 - Developing, implementing, and enforcing policies.
- Effective oral communication skills.
- Effective interpersonal and diplomacy skills.
- Willingness to actively demonstrate support for diversity, equity, and inclusion, and participate in fostering a respectful, positive work environment that welcomes persons of all identities and backgrounds.

