
Job Title	Director of Business & Project Development
PVN ID	RF-1805-002492
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of the President
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 31, 2018 (Or Until Filled)

General Description

This is a senior management position, reporting directly to the President, and exercising substantial independent judgment in the fulfillment of the duties and responsibilities assigned. The incumbent maintains exemplary standards of personal and professional ethics, achieves excellence in all areas of business relevant to the position, and participates in activities that keep him/her current in applicable professional skills. The incumbent will be the chief relationship builder, large project and client liaison, and key business development professional for the activities of the Research Foundation. The individual will also champion organizational change and manage the implementation of new ideas as assigned by the President.

Other Duties

DUTIES AND RESPONSIBILITIES include, but are not limited to:

Business Development & Client Liaison

- Manage and expand client base for GrantsPlus, an earned income initiative of the Foundation that provides post award grant management services to non-CUNY not-for-profit clients. These may include, but are not limited to, other colleges and universities, elementary and secondary schools, charitable organizations, hospitals, museums, libraries, public and private cultural institutions, governmental subdivisions, and other not-for-profit entities in the New York metropolitan area.
- Serve as organization liaison and troubleshooter for major RF clients.
- Work with the President and other Foundation staff on developing and pricing service level agreements for new and continuing clients.
- Advise the President on strategic directions.
- Assure adherence by Foundation and clients to contract terms.
- Identify structural or operational enhancements necessary for successful service delivery.
- Ensure high levels of customer satisfaction and maintain lasting client relationships.

- Prepare reports for the President and the Board of Directors.

Project Development

- Manage the strategic aspects of large engagements and mitigate risk via effective oversight of inter-departmental communication and information management.
- Review high level deliverables for consistency with organizational goals.
- Ensure that engagement reviews occur and that quality assurance procedures are followed.
- Develop, implement, and maintain sound business practices.
- Grow and improve long term intra-organizational relationships and assist in capitalizing on opportunities for business process improvement.
- Review/prepare status reports and address issues as appropriate.

Communication and Leadership

- Effectively communicate and facilitate exchange of information among internal and external stakeholders. Keep president informed of significant issues.
- Assist in resolving conflicts or bottlenecks among stakeholders.
- Reinforce team approach and interdepartmental cooperation.
- Support and solicit input from team members at all levels of the organization.
- Promote the Foundation and its operations through speaking engagements and presentations at industry conferences.

Qualifications

- Ten years or more of experience in successfully marketing for or to large, complex organizations and managing large initiatives or projects.
- A record of accomplishment in increasingly responsible positions.
- An energetic, creative, good-humored, and persistent personality.
- Ability to initiate activity and work with minimal supervision.
- Understanding of the sponsored program environment and its challenges.
- Ability to work effectively with diverse groups of stakeholders.
- Excellent written and oral communications skills.
- Baccalaureate degree required. Advanced degree highly preferred.