



NATIONAL INSTITUTE FOR  
EXCELLENCE IN TEACHING

## **Partnership and Outreach Director National Institute for Excellence in Teaching (NIET)**

NIET is seeking a candidate to serve as a **Partnership and Outreach Director**. NIET is a national nonprofit with a newly expanded business development team structure that includes this position. The **Partnership and Outreach Director** provides leadership, management and oversight for partnership, outreach and business development activities. The **Partnership and Outreach Director** will report to executive leadership.

### **Qualifications:**

- At least 5 years proven, successful experience in educational services business development or recruitment; leadership experience preferred
- Experience with a regional or multistate approach to business development
- Bachelor's degree required
- Willingness to travel at least 50% of the time
- Exhibit NIET's core values: excellence, teamwork, student-outcomes focused and enthusiasm
- Become a subject matter expert on NIET's services and products, processes and operations
- Demonstrated ability to build relationships and be a "closer"
- Strong communicator and listener
- Strong organizational skills and strategic thinker
- Outcomes driven—motivated by achieving set metrics and growth
- Experience collaborating with others to sell or recruit
- Experience using customer relationship management software; Salesforce experience preferred

### **Duties Include, But Are Not Limited To:**

- Identify potential state, district, and university partners in targeted states and work with development team members on strategy for outreach
- Work with policy team to generate background information to inform strategy and preparation for meetings
- Craft communications to potential partners
- Develop relationships with potential partners and gain an understanding of their needs
- Schedule meetings and provide logistical and preparation support for development team members
- Strategically plan, track and provide team support for next steps in development opportunities
- Provide and support business development training for development team members

- Conduct follow-up to reach signed contracts
- Track RFPs for grants and proposals for federal, state, and regional opportunities
- Use Salesforce to track contacts, meetings, and outcomes
- Provide feedback to development team members on a monthly basis
- Provide regular reporting on analysis on development work

**Location of Position:** *Nashville, TN, or Phoenix, Arizona (either location is an option)*

**For Information:**

For interest in positions at the National Institute for Excellence in Teaching, please review our website at [www.niet.org](http://www.niet.org) for current job vacancies.

**To Apply:**

Please submit a resume and cover letter to [jobs@niet.org](mailto:jobs@niet.org).

*No phone inquiries please.*