

Executive-in-Residence, Higher Education Partnerships

National Institute for Excellence in Teaching (NIET)

NIET is seeking a candidate to serve as an **Executive-in-Residence for Higher Education Partnerships**. NIET is a national nonprofit with a newly expanded partnership development team structure that includes this position. This position will provide leadership, create outreach opportunities, and facilitate development activities for higher education partnerships. This is a contractor position will report to executive leadership.

Qualifications:

- At least 5 years proven, successful experience in higher education leadership or development; college of education leadership experience preferred
- Experience with a national or multi-state approach to higher education outreach
- 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 establish and recruit partnerships
- Experience using customer relationship management software; Salesforce experience preferred
- Doctoral degree preferred

Duties Include, But Are Not Limited To:

- Identify potential university, state higher education agencies, and higher education organizational partners in targeted states and work with development team and higher education 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, including quarterly newsletter
- 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
- Provide writing and thought support for applications for higher education RFPs
- Use Salesforce to track contacts, meetings, and outcomes
- Support higher education team on developing content

- Deliver higher education services (i.e. thought partnership; leadership training; customized requests)
- Provide feedback to development team members on a monthly basis
- Provide regular reporting on analysis on development work

Location of Position: *Remote*

For Information:

For interest in positions at the National Institute for Excellence in Teaching, please review our website at www.niet.org for current job vacancies.

To Apply:

Please submit a resume and cover letter to jobs@niet.org.

No phone inquiries please.