



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	Regional Director for Entrepreneurship Center
<b>Department:</b>	School of Business
<b>Reports To:</b>	Dean, School of Business

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*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### ***General Function (Description):***

Clark Atlanta University (CAU) has entered a strategic partnership with the PNC Foundation to positively impact the diversity of entrepreneurship through enhancing education, research, advocacy, and service opportunities. The activities of this center will focus on building impactful, creative, and innovative solutions to ensure that the entrepreneurs more accurately reflect our changing demographics across the nation. The programs developed under the direction of the School of Business will be rooted in the experiential education model, which aligns with CAU's workforce development. We recognize that traditional classroom instruction is critically important to the learning process; however, meaningful infusion of technical experiences and exposure to experts and practitioners will enhance the preparation of constituents of the Center. Clark Atlanta University along with Howard University and PNC National Center for Entrepreneurship will leverage CAU's powerful history as we create thought leadership learning that prepares entrepreneurs of the future.

Clark Atlanta University is looking for a Regional Director who will serve as the visionary leader of the South Region of Howard and PNC National Center for Entrepreneurship. This position will be based at Clark Atlanta University. The successful candidate will work to lead and build programs that will bring industry and academe together to prepare Clark Atlanta University students and students across HBCUs in the South Region of the national partnership to meet the critical needs of leadership. This individual will serve as a critical broke between colleagues, students, the University and the broader community. In this position, the Director will assume the responsibility of managing the strategic and operations of the Center including, working with other regional directors in the national network, developing curriculum and co-curricular activities, creating lecture opportunities for executives, establishing new relationships within varying sectors, creating program timelines, marketing of program outcomes, communications, and any other related duties to help the success of the Center. This candidate will support the strategic fundraising effort of the CAU Regional Center for Entrepreneurship by designing, implementing, evaluating and refining the unit's fundraising activities, with an emphasis on major gifts. The regional director will personally identify, cultivate, solicit and steward major gift donors and prospects in accordance with performance targets set in collaboration with the CAU School of Business. In addition, the Director will track quantifiable data and statistical evidence to qualify the success of the Center. This will include tracking student success and recommend ways for continuous improvement and success of the Center. The Director will formally plan, assign, direct, and coordinate the work of the Center employees. Continuing CAU's unwavering quest to balance the scales for the disenfranchised, and promote an America that is devoid of inequalities, Clark Atlanta University and PNC National Center for Entrepreneurship equips students and the supporting communities with the skills to thrive as entrepreneurs.

### ***Examples of Duties and Responsibilities:***

The Director will be a University leader who will continue to drive institution-wide culture of innovation and best practices. This leader will foster a vibrant work environment and be a trusted advisor and partner to the senior leadership team and the University community.

### **Principal Accountabilities**

- An innovative, forward-thinking and future-leading thought partner to lead the next chapter of the Center's creation.
- Steward industry leaders to commit time and financial resources to assist in designing programs.
- Building on the fundraising and stewardship success, continue to pitch engagement with the Center to new,

prospective donors and/or industry partners.

- Develop, manage, and execute the Center’s strategic plan in collaboration with the School of Business and university administration.
- Maintain a commitment to solving complex issues around inequities related to race, color, social, economic, and political circumstances and become a driver of change.
- Manage a board of advisors to provide strategic insights about industry trends and translate that into actionable center programming.
- Collaborate with external partners, and faculty to design curriculum and co-curricular activities, plan and implement programs, and manage student performance.
- Work closely with the various academic departments, Office of Career and Professional Development, and the entire University community to help create a cohort criterion, for participating students, for advanced training and instruction.
- Leverage resources and the success of student outcomes to develop new partnerships and opportunities within hospitality.
- Create sustainable programming, along with an evolving group of advisors, to employ industry practices for innovative out-of-classroom activities.
- Plan events, workshop, career placement conferences to ensure student recruitment and engagement.
- Perform specialized administrative and academic functions, including research and analyses, program coordination and monitoring, data collection, counseling, surveys, reports and recommends program changes.
- Ensure that goals and objectives specified for the program are accomplished in accordance with priorities, time and funding limitations, or other specifications.
- Develop and schedule a program work plan in accordance with specifications, objectives, and funding.
- Prepare reports, financial statements and records on program activities, progress, status or related special reports.
- Evaluate program effectiveness in order to develop and implement new or improved methods. Devise and implement evaluation methodologies.
- Develop and facilitate workshops, meetings, or conferences with high impact on program and/or participants.
- Coordinate logistics, scheduling and participant communications.
- Perform other related duties as assigned.

***Knowledge, Skills and Abilities:***

- Relevant, senior leadership experience in a complex, dynamic environment. Experience with academic institutions and/or hospitality industry preferred.
- Experience in strategic management and ability to execute a strategic vision for a complex organization.
- Ability to manage a network of corporate partners and experience working with C-suite executives to build relationships.
- Experience in board development and fund raising.
- Skilled in planning work, ability to analyze, retain knowledge, show initiative and be resourceful in finding information pertaining to the job.
- Ability to handle sensitive and confidential matters with discretion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and sponsors.
- Ability to multi-task efficiently.

***Minimum Hiring Standards:***

<b>Education</b>	PhD in Business/Entrepreneurship and/or in a closely related field is preferred; however significant relevant experience at a senior management level is required.
<b>Years of Experience</b>	At least 5 years of documented professional experience directly related to the duties and responsibilities specified.
<b>Years of Management/Supervisor Experience</b>	

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*