EXECUTIVE DIRECTOR, ASSET & ENTERPRISE MANAGEMENT SERVICES

1. **Summary Description**

Position reports to the Vice President/Deputy Superintendent for Administration and Technology and is responsible for the asset management program as well as auxiliary enterprises of the District. Should the District form a not-for-profit foundation for asset management, this position will serve as Executive Director of said foundation.

**Example of Duties and Responsibilities.**

1. Representing the District in negotiations and management services to support leasehold revenue agreements;
2. Overseeing execution of lease agreements with private developers and other agencies;
3. Developing partnership ventures with both the public and private sectors for shared use of college facilities and joint or collaborative education and public service programs;
4. Serving as lead fund-raiser and coordinator of the District’s Capital Campaign for the Newark Center for Health Sciences and Technology;
5. Overseeing contracts and partnerships for business enterprises operated by the District and auxiliary services contracts with vendors providing District services.

**Job related and Essential Qualifications**

**Education:** Bachelors degree or equivalent.

**Experience:** Five or more years private sector management background.

**Professional Knowledge:** Knowledge of public educational and governmental agencies policies and procedures, three or more years sales, marketing and/or fund-raising experience, lease formulation, negotiation and execution. Strong financial, professional and personal integrity.

**Professional Skills:** Excellent oral, written and interpersonal communications. Marketing and persuasive skills in securing donations and cultivating business partnerships. Supervisory skills in working with support staff and coordinating volunteers.

**Professional Abilities:** Ability to execute contracts, business and legal documents and record keeping oversight for significant levels of financial transactions.

Dean level compensation
Start date is open-District will continue to recruit until position is filled.