

Position of Community & Corporate Development Specialist

Belhaven University, a Christ-centered university located in Katy, TX is receiving applications for the role Community & Corporate Development Specialist. This position is specifically designed to place a competent and experienced higher education professional in a proactive and dynamic role of building strong relationships that benefit the Houston campus in the identification, procurement, and ultimate enrollment of qualified adult and graduate students. The ultimate goal of this position is to develop relationships that will dramatically increase the local area lead and application flow to the Houston campus. In a large metropolitan city it is crucial to have a strong external presence in the local Katy/Park Row corridor as well as greater Houston area.

Community & Corporate Development Specialist – Houston (CCDS) will report directly to the Houston Campus Director of Enrollment and Student Services. The CCDS will work closely with the Director of AGO Enrollment and Student Services - Houston to execute the overall duties associated with this position to develop strategic targets and programs to pursue for the campus. The Houston Campus Director will then set strategic goals for the CCDS which will establish and yield community, educational, and corporate relationships that generate leads and applications for the Houston campus. As with all enrollment positions, this position will have specific and trackable goals that will include both the quality and quantity of contacts made, events organized and attended, and inquiries converted to applicants. This role will also have some responsibility to continue to work with their prospects that they have built strong rapport with through the admissions funnel/process.

Functions and Responsibilities

- Meet regularly (weekly preferred) with AGO Director of Enrollment and SS- Houston to set priorities.
- Participate in community, educational and corporate networking events that generate campus leads.
- Identify, contact and schedule appointments and events with organizations and corporations that offer tuition reimbursement to their employees.
- Identify, contact and schedule appointments and events with community organizations and educational feeder schools, such as community colleges.
- Develop and build relationships with Belhaven University – Houston alumni and current student's employers to be able to reach their respective human resource leadership contacts.
- Work with the Houston team to develop a Houston campus referral and lead generation campaign with the local student body and alumni.
- Schedule an established number of lead generating events each month. (will vary by month)
- Bring an established number of qualified inquiries to the Houston campus lead base each month. (will vary by month)
- Assist as needed in the conversion of inquiries to enrollments.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- Five years experience in higher education admissions / enrollment and marketing
- Proven track record of outside sales and marketing.
- Bachelor's Degree. A Master's Degree is a plus.
- Must be willing to work evening hours and travel to local community events as needed.
- Must have a heart for adult students, understand the integration of faith and learning
- Must have excellent customer service, communication and computer skills
- Must fully support the University Vision, Mission, and statement of faith found at www.belhaven.edu/belhaven/mission.htm

To Apply:

Interested applicants may make application by submitting

- 1) Cover Letter
- 2) Resume
- 3) Reference list with contact information (including your local pastor)
- 4) A brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Please click on this link

http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf
to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer, you will be asked to sign accepting this commitment. Only applicants who submit all four required items will be considered. Application materials will be accepted until the position is filled. Additional information about Belhaven University may be found at www.belhaven.edu.

All information should be submitted to Erica Scardino, Belhaven University, 15115 Park Row, Suite 175 Houston, TX 77084 No Phone calls, please.