

Assistant Director of Executive Education
Duke Kunshan University
Job Description

Position Overview:

The Assistant Director of DKU Executive Education is charged with overseeing the business development, design and delivery of a portfolio of non-degree executive education programs at DKU. The Assistant Director will work closely with the Director for Executive Education to design customized program for specific companies, and take full charge of execution and program orchestration to make sure the program can be delivered with world-class standards. The Assistant Director will also have responsibility for promoting the programs to individuals and companies, primarily using corporate outreach but also digital media and other marketing techniques as appropriate.

Reports to:

Direct line reporting to the Director, Executive Education, Duke Kunshan University

Essential Duties:

- **Business development:** work closely with Director for Executive Education for the following job responsibilities.
 - Identify, call, meet with, and develop relationships with targeted companies, alumni contacts, government agencies, and other sources as appropriate to identify opportunities for DKU executive education.
 - Actively solicit RFPs and/or respond to unsolicited RFPs by developing proposals that accurately represent the university's capabilities and meet the needs of the requesting organization.
 - Maintain current information on leads, contacts, proposals, utilizing the CRM system.
 - Appropriate budget according to the pricing guidelines and drive for the commercial success.
- **Program design:** work closely with Director for Executive Education for the following job responsibilities.
 - Work with C-level executives and senior government officials to develop and provide programs or services that meet client needs.
 - Understand client business context and challenges and how those challenges relate to leadership challenges.
 - Brief the executive education faculty regarding client business context and challenges and guides

the executive education faculty throughout the program design process.

- Conduct discovery interviews with the client to successfully translate client objectives into program design and deliverables.
- Plan, conduct, and follow-up on joint client calls with faculty or other staff to represent DKU.
- Be very familiar with the thought leadership of DKU's executive education faculty as well as the cutting edge pedagogy employed to design a high quality program.
- **Program delivery:** Lead the internal functions to deliver the targeted learning experience and results.
 - Lead the program operations team in the targeted programs to execute the program with high level of quality standards; accountable for program success.
 - Establish good working relationships with clients. Develop and maintain a highly professional executive development atmosphere and customer service level at all times with clients.
 - Be the orchestrator for specific executive education programs; reads audience and make adjustment necessary to achieve exceptional delivery of end-to-end learning experience.
 - Build personal brand (in content, process, relationship, etc) that client look to for advice and partnership.
 - Provide participants with high quality materials in formats consistent with the branding of DKU.
 - Handles, resolves and negotiate difficult issues with clients, suppliers and other DKU units and teams.
- **Program marketing and thought leadership:**
 - Contribute to executive education related content creation that establish DKU as an opinion leader in China and Asia.
 - Identify, track and share relevant research and trends in the market.
- Work under ambiguity. Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Performs other job related duties and responsibilities as maybe assigned or required.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

Education:

- Masters of Business Administration or equivalent required.

Experience:

- Candidate should at least 5 to 7 years consulting or executive education experience strongly preferred.
- The ability to travel 40% of the time and work weekends and evenings as needed.
- Proven ability to interact effectively and credibly with C-level clients, senior government officials, faculty, and staff on the appropriate design, development, and delivery of programs.
- Ability to project a professional manner with self-assurance, conscientiousness, and confidence in dealing with others.
- Broad intellect and keen interest in public affairs, management education and contemporary issues in a wide range of fields.
- Ability to work independently and entrepreneurially to envision, create and implement successful programs.
- Excellent oral, written, and telephone communication and presentation skills.
- Excellent organizational and administrative skills and a track record of successful project management.

Personal Attributes:

- Customer centric.
- Ability to lead in a collaborative environment.
- Attentive to details and with a keen sense of quality.
- Integrity and mature judgment.
- High energy, ambition and determination.
- Fun to work with.