



Manager/Director Institutional Relations

The Search

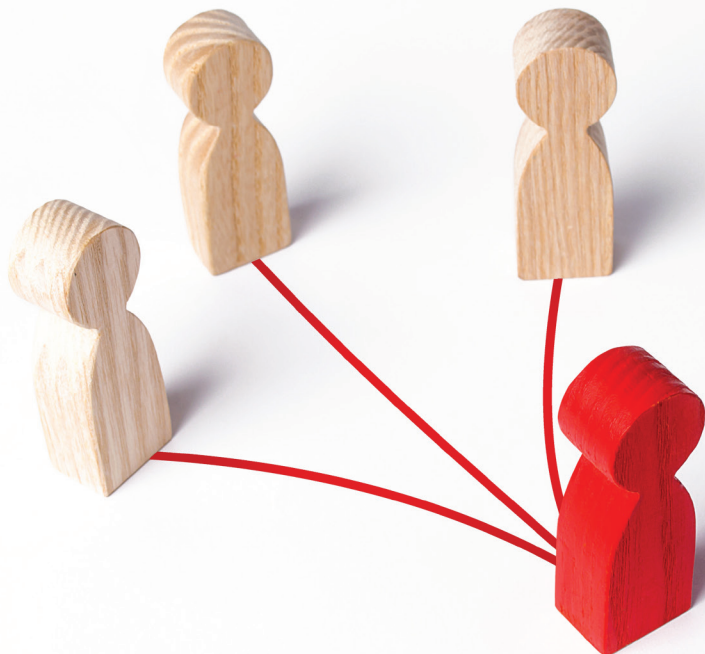
Gateway Executive Search is representing a company seeking to hire a committed international educator to serve as its Manager/Director of Institutional Relations. Reporting directly to the CEO and founder of the company, this individual will serve as the manager of partnerships with U.S. universities. The company provides experiential learning experiences abroad for undergraduate pre-med and pre-health students. With 30 university and college partnerships, the company develops customized university group programs, which take place during semester breaks in winter or summer.

The company has earned an international reputation for offering unparalleled learning opportunities abroad, as reflected in the enthusiasm of faculty and student participants alike. The Manager/Director of Institutional Relations will collaborate closely with the Operations team to ensure partner satisfaction with the design and delivery of customized programs for institutions. This role requires a professional who possesses exceptional interpersonal, oral and written communication skills, is a consensus builder, and is excited about providing meaningful international education opportunities to pre-health students.

The Ideal Candidate

The ideal candidate will be passionate about international education and careers in health care. Additionally, the candidate must have an entrepreneurial mindset to identify and pursue emerging opportunities.

The candidate will have experience working at U.S. universities, with the ability to negotiate partnerships and curate relationships. The candidate must have the ability to work respectfully with faculty and administrators at partner universities.





About the Hiring Organization

A global leader in specialized short-term experiential study abroad opportunities, this organization has been developing international partnerships for 14 years, and customized programming for 7 years. Students can participate in career-enhancing faculty-directed international programs or enroll directly in a variety of options. Customized programs have been developed based on institutional needs and alumni feedback. Partnerships with distinguished colleges and universities in the United States and delivery partners in the US and abroad have been developed, and are nurtured, with care to provide the highest quality transformational educational experiences. The name of the hiring organization is withheld, but will be made available upon request.

Role of the Manager/Director

The Manager/Director of Institutional Relations will have experience in international education through relevant work experience. This role will primarily, but not exclusively, grow university partnerships and revenue. A highly motivated self-starter capable of working independently who excels at communication, negotiation, and project management is required. The ability to work effectively with faculty, institutional leaders, and education abroad offices to design and deliver high-quality programs will require a high degree of collaboration and respect for the needs and aspirations of U.S. universities invested in the pre-health training of students.

This position will initially be half time and may increase to full time.

For the right candidate the position could be full time immediately.

IT IS FULLY REMOTE, BASED IN THE US.

› Start Date: No later than February 1, 2022.



Key Responsibilities

- Manage and strengthen existing relationships with education abroad staff, faculty, and other administrators with the goal of both increasing enrollments and the number of programs approved by universities.
- Provide continuous and high-quality customer service to current and future partner universities.
- Develop and sustain new relationships with education abroad staff, faculty, and other university administrators.
- Maintain detailed records of all activities related to institutions and manage institutional profiles in CRM.
- Represent the company at national and regional professional conferences.
- Plan, prepare, and manage advisor site visits.
- Prepare and manage the invoicing process for customized group programs.
- Expand the list of university partners by introducing programs and by signing Memoranda of Understanding ("MOU") with universities who do not currently have an institutional relationship with the company (increased responsibility in this area if full-time).
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree.
- Minimum 3-5 years of experience working in Education Abroad, Institutional Relations, or a related field.
- Fluency in written and spoken English.
- Familiarity with the U.S. higher education system.
- Facilitator; outstanding interpersonal communication skills.
- Growth-oriented.
- Fast learner.
- Detail-oriented.
- Conscientious, honest, hard-working.
- Able to work independently but also a team player.
- Able to multi-task and meet deadlines.
- Candidate must be based in the United States.

Preferred Qualifications

- Master's degree.
- Experience living, working, or studying outside the U.S.
- Knowledge of pre-health/pre-med curricula and programs.
- Experience working with faculty in a university environment.
- Experience developing and managing institutional relationships.

Compensation

If the candidate is hired at half time, the salary will range between 40-50k/year, and the position will oversee the existing portfolio of university partnerships (90% of time), and develop new partnerships (10% of time). Benefits will be provided.

If a full time candidate is hired, the salary range will be 60-80k/year, depending on experience, and the development and curation of new institutional partnerships will increase to 60% of the job. Benefits will be provided.

Applications and Nominations

Inquiries, nominations, and applications are invited. The company strongly encourages nominations of, as well as applications from, women and individuals traditionally underrepresented in academia and leadership. Review of applications will begin immediately and applications will continue to be accepted until the position is filled. **The ideal start date for this position is mid-January 2022.**

How to apply ›

To be considered, interested applicants must submit a resumé, cover letter, and the names and contact information for three references to [this link](#).

Leading this search are Gateway Affiliates: **Dr. Catherine Winnie** and **Dr. Jenny Samaan**. Questions about the position should be submitted through [this link](#).