GORDON COLLEGE

Position Description

Director of Campus Business Development and Scheduling

Gordon College seeks an entrepreneurial, hardworking professional to serve fulltime as Director of Campus Business Development and Scheduling. We are looking for an individual who can develop a robust auxiliary revenue stream for the College through use of campus facilities when school is not in session (particularly during the summer recess). We seek a candidate with strong relational and organizational strengths, proven resourcefulness in a professional context, a positive and “can-do” attitude, and a desire to contribute to a campus community where significant work is accomplished on a daily basis, and collaboration with many colleagues across campus. This role reports to the Vice President for Finance & Administration.

Qualities we are looking for in this role:

ENTREPRENEURIAL: Identifies new opportunities, assessing the risks involved and compares these to the potential advantages of taking action. Able to make things happen, initiates and delivers results.

COMMUNICATIVE: Proactive and adaptable person who is comfortable building and sustaining relationships with individuals at all levels in the context of a demanding workplace schedule. Embodies the ability to convey information well and to conduct oneself tactfully and politely while advancing the College’s needs and priorities.

TENACIOUS: Able to carry out a project to completion even in the face of difficult odds. Able to make tough calls and inspired to prevail despite disappointments and challenges.

MULTITASKER: Able to do multiple things well, even as information and activity flows through the office with expectations for consistent quality. Organized with the ability to prioritize tasks and keep multiple projects moving forward.

POISED: Confident and calm under pressure. Thrives in busy roles and enjoys variety in the workplace setting.

How you will apply your gifts:

1. Develops new strategic options for summer conferences and programs. Develops and implements sales and marketing strategies for the use of the College’s properties during the summer and at other times as feasible. Sells the use of the campus to external constituencies to maximize revenue results that enable the College to further its Christian educational mission while facilitating positive public relations with all who encounter Gordon College.

2. Casts a vision for the continued development of the summer conference business, translating customer vision into an achievable experience. Negotiates contracts and
agreements for the use of facilities and services with outside organizations who run programs and events on the Gordon College properties with a continued focus on the revenue-generation goals. Has the ability to define success for an event and understand return on investment as it relates to running conferences and events for Gordon College.

3. Coordinates summer space use by Gordon academic and non-academic programs and outside groups. Oversees and coordinates delivery of necessary services to achieve revenue goals.

4. Develops a network of potential clients and colleagues in the conference industry and community to enhance the public presence of Gordon College and other properties as a conference site.

5. Coordinates with other service departments to ensure quality and timely delivery of accommodations, catering/food services, CTS services, custodial, event setup, transportation, and other related services. Coordinates necessary rentals/services as needed from outside vendors such as linen, tables, chairs, transportation, etc., for campus events. Communicates programming needs to all relevant campus service departments.

6. Manages and revises an overall plan for the use of the campus resident halls for the summer and for the allocation of classroom/meeting room spaces for optimal utility of resources available in conjunction with capital project work planned by the Physical Plant Department.

7. Manages the College’s central scheduling software (25Live) and virtual calendar for College facilities and all events, to avoid conflicts in space use and service delivery and provides event planning coordination throughout the year. As 25Live Administrator, manages the overall process of event approval for the entire Gordon campus, attending to campus-wide priorities and institutional needs with interpersonal grace, diplomatic strength, and organizational resourcefulness to meet the needs of all constituents. This entails leadership of the entire process (and interactions with campus and off-campus customers) from request submission through approval, planning and implementation of the event. Ensures alignment between calendar process/posting and centralized scheduling of facilities function to guard against conflicts in space utilization and sustained support of Gordon’s Christian educational mission. Trains and orient characterizes the campus in the process of event-planning and proper use of 25Live on an ongoing basis.

8. Manages the Administrative Assistant, Summer Resident Director, and student summer workers. Hires and supervises the summer student housing director and other student support staff to administer summer housing program as needed.

9. Ensures the Campus Business Development Department functions as the single point of contact for every event sponsor and institutional guest. Manages the overall process of room and facility use scheduling campus-wide. Administers requests for use of campus facilities by all groups and individuals.

*Things we hope to see in the successful candidate:*
We recognize that God has gifted every person with unique gifts and backgrounds. While you may not meet every qualification, you may have a combination of gifts and experience that makes you a good fit for this role.

1. Strong commitment to the Christian faith; ability to articulate the mission and distinctive components of Gordon College while talking with others.
2. Creativity and resourcefulness; ability to take initiative and flexibility in responding to evolving priorities.
3. Superior interpersonal and communication skills.
4. Awareness and knowledge of the goals and resources of Gordon College.
5. Professional appearance and demeanor including poise in meeting leaders, the public, and in relating to students, faculty, staff, and others. Demonstrates warmth, professionalism, and Christian hospitality to all as an ambassador for Gordon College.
6. High level of competence with Microsoft Office (Word, Excel, PowerPoint, Outlook), calendar programs and Internet usage.
7. Bachelor’s degree and solid work experience required.

Here’s what makes working at Gordon so great:

1. This is a campus that loves God, and strong Christian values infuse every aspect of the workplace.
2. The vibrancy of smart, faithful college students, 75% of whom work on campus at some time during their four years at Gordon. As Gordon staff members, we interact on a daily basis with the future leaders of the church and the College provides release time for you to have the chance to mentor and support them in a variety of ways.
3. A generous retirement plan with a 5% institutional match.
4. A generous benefits package, which includes ample paid vacation and sick leave, a weeklong holiday break between Christmas and New Year’s that requires no additional vacation time, and competitive medical and dental benefits packages that include an array of provider options.
5. A beautiful, park-like campus environment with hundreds of acres of woods and lakes to walk and explore. Great coffee shops and restaurants are close by and the vibrant arts, sports, shopping, and cuisine culture of the city of Boston is an easy drive away.
6. A mission-led organization that wants employees to deepen in their professional, personal, and spiritual strengths and is committed to colleagues’ growth.
7. Tuition remission for you and your family members, including opportunities at Gordon-Conwell Theological Seminary and other Christian institutions across the nation.

If God is calling you to pursue this role, then please fill out an application. We look forward to getting to know you!