Campus Location | Tempe
---|---
Department Name | Mary Lou Fulton Teachers College
Full-Time/Part-Time | Full-time
Grant Funded Position | This is not a grant-funded position and is not contingent on future grant funding
Salary | $75,000 - $85,000 per year; DOE
Close Date | 5/5/2022

Job Description

Arizona State University’s Mary Lou Fulton Teachers College is hiring a Relationship Manager who will develop and deepen partnerships between the college and school systems. The Relationship Manager will effectively represent the college as a trusted and effective partner committed to helping schools attract and retain teachers, develop effective leaders and build high-performing teams of educators.

This is a great opportunity to join a dynamic integrated recruiting, marketing and communications team. The ideal candidate is a mission-driven professional who combines entrepreneurial energy with strategic thinking. The successful candidate will quickly master the breadth of the college’s academic and lifelong learning portfolios and will be a proactive, action-oriented professional who thrives in a fast-paced, team-based and results-oriented work environment.

Career paths likely to have provided good preparation for this role include business development, corporate relations management, B2B marketing, higher-education advancement and K-12 school leadership.

Reporting to the Executive Director, Marketing and Advancement, the Relationship Manager will coordinate Mary Lou Fulton Teachers College’s institutional outreach to schools, school districts and charter management organizations. The Relationship Manager will represent a broad portfolio of programs and services designed to help schools and school systems empower the education workforce. That portfolio includes undergraduate and graduate degree programs, as well as non-degree professional and lifelong learning experiences designed for professional educators and community educators.

This position will have clear goals: increase enrollment in specific academic degree programs; increase enrollment in specific professional learning programs; increase enrollment in Next Education Workforce professional learning cohorts. Other goals will emerge as the college’s portfolio of programs and services expands.

Key partners on the marketing and advancement team will include the Director of Student Recruitment and the Director of Marketing. Key partners in the college will include a wide range of staff and faculty, including colleagues in the college’s academic divisions, the Office of Professional Experiences and the college’s Next Education Workforce initiative.

The ideal candidate will thrive as a collaborative and vocal member of an integrated marketing and communications team that is committed both to the college’s mission and to continuous improvement as a team.
This position has been posted on the **Tempe** campus; however, it could be relocated to the West campus to meet the needs of the college and/or the candidate.

### Essential Duties

- Develop and maintain productive relationships with school administrators who play key roles in human resources and professional learning
- Match partner needs to portfolio of products and services
- Anticipate future partner needs
- Contribute to design and maintenance of effective data management practices through Salesforce or similar platform
- Develop and maintain familiarity of competitors and their offerings
- Working, sometimes independently and sometimes as part of a team, lead events and group presentations, both face-to-face and virtual
- Log phone, email, in-person meetings, and event outcomes in Salesforce per departmental best practices and procedures.
- Travel, as needed, throughout Greater Phoenix, Arizona and nationally
- Develop and maintain effective cross-team working relationships with colleagues throughout the college

### Minimum Qualifications

Bachelor’s degree in a field appropriate to the area of assignment AND five (5) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Nine (9) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications

- Evidence of a customer-service orientation
- Evidence of outstanding presentation and in-person communication skills
- Ability to work independently, solve problems, make decisions and clearly explain one’s thinking and rationale
- Ability to thrive in a fast-paced work environment and to pursue multiple projects simultaneously
- Professionalism and ability to deliver and receive constructive critical feedback
- Ability to handle sensitive information with discretion and confidentiality
- Demonstrated passion for education and an unwavering commitment to advocate for educators

### Working Environment

Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.

### Department Statement

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.
Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of **Principled Innovation** connects individual decision making to the pursuit of systemic equity.

### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. #78157BR</td>
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