

# Howard University

## Executive Director of the Marriott - Sorenson Center for Hospitality Leadership

The Talent Acquisition department hires qualified candidates to fill positions which contribute to the overall strategic success of Howard University. Hiring staff “for fit” makes significant contributions to Howard University’s overall mission.

### BASIC FUNCTION:

The Executive Director will serve as a visionary leader of the Marriott - Sorenson Center for Hospitality Leadership. They will work to lead and build programs that will bring industry and academe together to prepare Howard students to meet the critical needs of leadership. Through this work, the Executive Director will act as the liaison between the Office of the Dean and various departments within the School of Business, the Office of the President, strategic initiative staff, corporate partners in hospitality, faculty, students, and the project sponsor (The J. Willard and Alice S. Marriott Foundation).

The Executive Director is responsible for the Center’s ongoing strategy development and implementation. In this capacity the ED will develop curriculum and co-curricular activities; create engagement opportunities with industry representatives; develop and steward new and diverse relationships within the hospitality industry; and manage to the program’s goals and objectives.

In addition, the Executive Director will track quantifiable data and statistical evidence to qualify the success of the Center for Hospitality Leadership. This will include tracking student success and recommending areas of improvement in service of greater impact.

### SUPERVISORY ACCOUNTABILITY:

The Executive Director will formally plan, assign, direct, and coordinate the work of the Center employees. This position will have a lean team that may grow over time.

### NATURE AND SCOPE:

The Executive Director will be a university leader with a commitment to Howard’s culture of innovation and best practices. This individual will foster a vibrant work environment and be a trusted advisor and partner to the senior leadership team and the University community.

### PRINCIPAL ACCOUNTABILITIES:

- Lead the next chapter of the Center’s creation.
- Manage and execute the Center’s strategic plan.

- Collaborate with external partners and faculty to design curriculum and co-curricular activities, plan and implement programs, and manage student performance.
- Work closely with the various academic departments, career services, and Office of Student Affairs to help create a cohort criteria for advanced training and instruction of participating students.
- Build on the fundraising and stewardship success, continue to pitch engagement with the Center to new, prospective donors and/or industry partners.
- Steward the numerous industry leaders who have committed time and financial resources to design the program.
- Manage a board of advisors to provide strategic insights about industry trends and translate that into actionable center programming.
- Leverage resources and the success of student outcomes to develop new partnerships and opportunities within hospitality.
- Create sustainable programming, along with an evolving group of advisors, to employ industry practices for innovative out-of-classroom activities.
- Plan events, workshops, and career placement conferences to ensure student recruitment and engagement.
- Evaluate program effectiveness to develop and implement new or improved methods. Devise and implement evaluation methodologies.
- Ensure that goals and objectives specified for the program are accomplished in accordance with priorities, time and funding limitations, or other specifications.
- Develop and schedule a program work plan in accordance with specifications, objectives, and funding.
- Perform other related duties as assigned.

#### CORE COMPETENCIES:

- Relevant, senior leadership experience in a complex, dynamic environment.
- Experience with academic institutions and/or hospitality systems preferred.
- Experience in strategic management and ability to executive a strategic vision for a complex organization.
- Skilled in planning work, ability to analyze, retain knowledge, show initiative and be resourceful in finding information pertaining to the job.
- Relevant, senior leadership experience in a complex, dynamic environment. Experience with academic institutions and/or hospitality systems preferred.
- Ability to manage a network of corporate partners and experience working with C-suite executives to build relationships.
- Experience in board development and fundraising.
- Strong technical skills required (Data analytic tools, Microsoft Office Suite, Office 365 Applications Suite, spreadsheets and formulas, Google Drive, Adobe Professional, etc.).
- Ability to handle sensitive and confidential matters with discretion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective and harmonious work relationships with faculty, staff, students, and sponsors.
- Ability to multi-task efficiently.

MINIMUM REQUIREMENTS:

Master's degree preferred and significant relevant experience at senior management levels are required.

For more information and apply, go to:

[https://howard.wd1.myworkdayjobs.com/HU/job/Classroom-Building-4-School-of-Business/Executive-Director\\_JR104797-1](https://howard.wd1.myworkdayjobs.com/HU/job/Classroom-Building-4-School-of-Business/Executive-Director_JR104797-1)