

UNIVERSITY OF DALLAS

Job Number: 10541UD

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Director of PreK-12 Curriculum and Professional Development Services

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking a full-time Director to lead PreK–12 Curriculum and Professional Development (C/PD) Services. Reporting to the Director of the Center, the C/PD Director will develop and execute strategic plans, manage a team developing curricular materials and offering professional development, and oversee day-to-day operations to ensure the continued growth and success of the PreK–12 Curriculum and Professional Development Services project. This project has a specific focus on serving parents, teachers, and communities in their goal to offer their children the best spiritual, moral, civic, and intellectual formation possible.

Position is contingent on external funding

PRIMARY RESPONSIBILITIES

Business Development and Fundraising

- Identify and cultivate key client and stakeholder groups to be served.
- Develop and maintain a network of relationships to build understanding of needs.
- Secure contracts with schools, nonprofits, and other entities.
- Research, identify, and participate in fundraising activities.

Operations and Business Management

- Oversee and direct all functions within the K–12 Curriculum and Professional Development Services organization. Determine priorities and staffing requirements in alignment with senior leadership.
- Organize and direct day to day operations and budgets.
- Provide ongoing leadership to achieve Center objectives through full and part time staff, faculty advisors and faculty contributors, and student workers.
- Coordinate with in-house counsel regularly for contracting and Intellectual Property support.

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Order Fulfillment and Customer Relationship Management

- Establish and maintain an end-to-end supply chain providing printed and digital media to curriculum customers. Will include developing a user-friendly web portal for individual and institutional customers.
- Coordinate with the Business Office to ensure financial transactions follow all relevant policies for payment to vendors and timely receipt of payments from customers.
- Develop and maintain adequate customer service support to current and prospective customers for all markets serviced.

Curriculum Development and Publishing

- Oversee and direct the development of all curriculum.
- Coordinate with Marketing and Communications team to evaluate market needs. Set timelines, and organize staff and deadlines accordingly.
- Primary point of contact with publishing company setting up UD expectations and deliverables.
- Ensure suppliers are following contract requirements and maintaining compliance with all service level agreements.

Professional Development Training

- Provide expectations for training to ensure a quality experience for the customer at a fair market value. Establish the schedule and types of training offered.
- Develop plans for customer on-site training, UD conference training, ad-hoc year round teacher training.
- Ensure processes are in place to sell, invoice, staff, and collect fees for all types of training offered.

MINIMUM REQUIREMENTS

- Master's degree in a related field with ten years' experience in education and/or program management.
- Three plus years' experience in using and/or developing classical curriculum.
- Five plus years' experience in teacher leadership and character education.
- Proven experience in the development and execution of project plans.
- Ability to implement the Center mission and to align curriculum to the requirements of schools and school management organizations.

PREFERRED QUALIFICATIONS

- Experience in business development and/or fundraising.
- Leadership in Catholic education experience.
- Experience in grant writing.

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ADDITIONAL INFORMATION

- Minimal travel may be requested to assist in training at classical schools.
- Must have a Texas driver's license with a favorable driving record.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.