SPECIAL ASSISTANT TO THE PRESIDENT

Location:
Dallas, Texas

Deadline to Apply:
Rolling

About Paul Quinn College
Paul Quinn College (PQC) has been widely recognized as one of the most innovative small colleges in America. Founded in 1872, by a group of African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under the banner of our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses the academic, professional, and social development of students.

By focusing on academic rigor, experiential learning, and entrepreneurship PQC has become a model for urban higher education. As the ninth federally-funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), historically black college, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real world work experience while paying less than $15,000 per year for tuition, fees, room and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment is prevalent, our work program provides them with the type of internship experience that they have historically been denied.

Under President Michael J. Sorrell’s leadership, Paul Quinn has become one of the most innovative and respected small colleges in the nation. Fortune magazine recognized President Sorrell’s work and the College’s transformation by naming him one of the World’s 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the
Position Overview
The Special Assistant’s mission and purpose is to assist the President in the following: (1) creating positive awareness and understanding about the College that enhances its reputation among all audiences; (2) promoting the College as a nationally recognized liberal arts-inspired institution of both academic and social distinction; (3) serving as a liaison for the President to various stakeholders of the College; and (4) working closely with all institutional departments and campus constituents, including faculty, staff, and students, and especially alumni, friends, and volunteers. The position reports directly to the President of the College, will be an essential team member of the Office of the President, and will have no direct reports.

The Special Assistant will be tasked with supporting a variety of high stakes special projects that span across departments. The Special Assistant will help lead the organization, implementation, and oversight of all development activities related to the President’s external facing projects. In this role, the Special Assistant will work side-by-side with the President and the President’s office in executing the Paul Quinn College 150-year anniversary campaign as well as the development of the national Urban Work College Network, among other projects that may arise. This position has a heavy emphasis on development related activities and will be instrumental to executing the vision of our “next”.

There will be plenty of opportunities for growth as we have a long-term vision for the individual in this role. This position is ideal for anyone whose future ambitions lie in institutional leadership and wants to develop their skills with development and external relations.

Responsibilities
Duties and responsibilities of the Special Assistant to the President will include, but are not limited to the following:

**Administrative and Project Management**
- Staffing the President at meetings; serving as a surrogate for the President whenever necessary.
- Assisting the Executive Assistant to the President, Shayna Stonom, in ensuring that the staff and Board of Trustees are adequately informed regarding the Presidents’ activities and priorities.
- Working in tandem with the staff in the Office of the President to proactively manage administrative and logistical matters associated with the office and projects initiated by the President, with an eye toward managing the President’s workload to maximize the impact of his limited time.
• Preparing written reports related to grants, program administration, and other projects as needed.
• Helping to ensure effective communication from the staff and PQC partners to and from the President.
• Assisting in the management of external communications for the College, including media relations, social media, electronic communications, the College’s website and other efforts that provide consistent awareness to external audiences.
• Participating in the management of the direction, purpose and planning of campus events as they relate to the branding and marketing of the College.
• Working with the College’s grant writers in the researching and drafting of grant proposals and other development opportunities for the College as directed by the President.
• Assisting the Executive Assistant to the President, Shayna Stonom, in the management of the Office of the President.

Relationship Building and Marketing
• Develop new partnerships that advance the mission and values of Paul Quinn College
• Increase engagement of existing donors through intentional relationship-building
• Streamline stewardship plans and reporting processes
• Develop donor engagement material catered to potential partners such as alumni bases, individual donors, and corporate partners
• Create newsletters, endowment reports, giving reports and marketing campaigns

Fund and Project Management
• Lead development and stewardship plans for Paul Quinn College’s 150 year anniversary
• Ensure that gifts and fund reporting follow all compliance and tax requirements
• Asses and revise operating budgets and schedules as needed
• Work with CFO to review fund allocation and reconciliation of funds
• Identify opportunities for grants and coordinate application process
• Coordinate donor agreements and collect required information
• Oversee strategic communications that capture the impact of donor gifts

Reporting
• Develop a tracking and assessment process of donor engagement and giving records
• Generate endowment reports catered to diverse audiences and stakeholders

All other responsibilities and duties assigned by the President.

Qualifications
• Bachelor’s Degree required, Master’s Degree preferred
• 5+ years experience in areas of project management
• Demonstrated ability in leading successful programs
• Ability to analyze and evaluate data
• Model initiative and creativity in project development
• Strong project management skills
• Understanding of philanthropy as it relates to higher education
• Willingness to adapt development approach to new institutional goals and initiatives
• Entrepreneurial and forward-thinking approach to planning and decision-making.
• Model a work ethic that promotes growth and advancement of mission values.
• Ability to assume additional managerial responsibilities as appropriate to the position.
• Ability to relate to and effectively communicate with the community, administrators, faculty, staff, students, donor bases and the Board of Trustees.
• Knowledgeable about computer systems, technology, and information management.

How to Apply
Please submit your completed application, cover letter, and resume to careers@pqc.edu.

It is the policy of Paul Quinn College not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.