**WARTBURG COLLEGE**

**POSITION DESCRIPTION**

**Title of Position – Director of Outreach and Project Development – Denver, Colorado**

**Preparation Date: February 2016**

**Function of Position:**

Since 1985, Wartburg College has had an urban experiential education program called Wartburg West in Denver, Colorado. Wartburg College is excited to be expanding its presence in the Denver region and is looking for a person to help implement a vision with the hallmarks of partnership, outreach, and entrepreneurship. Wartburg College has entered into a partnership with St. John’s Episcopal in the Capital Hill area of downtown Denver. This partnership includes student housing, as well as space for classrooms, offices, and events. While the position reports to the Vice President for Student Life, the role will have a dotted line of reporting to the Vice President for Academic Affairs. In practice, we anticipate this position having a truly institutional perspective that engages a variety of constituents. Duties to be carried out in Denver, Colorado.

**Principal Duties and Responsibilities:**

Explore, identify, and make recommendations to College leadership regarding new revenue streams (e.g., programming in early enrollment, continuing education, leadership, social entrepreneurship). Lead new efforts in this regard. (100%)

* + Leverage current partnerships (Saint John’s Cathedral, internship site hosts, ELCA Synods) for the purpose of enriching Wartburg’s financial health, educational offerings, and mission.
  + In collaboration with the College Sponsored Programs Administrator, identify and develop partnerships with foundations in the Denver region that provide resources to Wartburg College.
  + In partnership with current Wartburg West staff, increase mission-based activities and programming (e.g., service activities, leadership programming, and faith enrichment events)
  + In collaboration with on-campus departments (e.g., Admissions, Alumni, and Development), develop and cultivate relationships with alumni and friends of the college that support efforts for student recruitment, alumni outreach, and donor development.
  + In collaboration with Wartburg College Marketing and Communication staff, support strategies that will increase the brand awareness of Wartburg College in the Denver and Southwest region.
  + In partnership with current Wartburg West staff, as well as relevant Waverly staff and faculty, enhance Wartburg College’s partnership with the ELCA (for the purpose of recruitment, brand awareness, and development)

**Supervision:**

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee reviews policies and procedures within area of responsibility and implements changes as necessary. Employee prioritizes own work and refers unusual cases to supervisor.

**Minimum Qualifications:**

Requires BA degree and three or more years of relevant professional experience; MA preferred; ability to understand and embrace Wartburg College mission; ability to work independently to develop partnerships and new programs; an understanding and experience with social entrepreneurial projects is preferred; and experience thriving in a multicultural environment (experience with Hispanic and Latino populations is preferred.)

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](file://C:\Users\amy.wilson\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\R356OIS6\www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

*Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.*