



## **Business Partner Coordinator**

### **Description of Responsibilities**

**CACUBO** serves higher education business and finance professionals by providing opportunities for professional and personal development and facilitating collegial relationships and networks resulting in improved management within our member institutions.

#### **SUMMARY**

The Business Partner Coordinator serves as an independent contractor and will develop strong relationships with Business Partners (vendors) in higher education for the purpose of securing financial and in-kind support of CACUBO's professional development events. The time commitment is seasonal and hours worked are at the discretion of the Coordinator (500-600 hours/year is estimated).

#### **REPORTING STRUCTURE**

The Business Partner Coordinator will report to the CACUBO Board of Directors and will work closely with the chairpersons of CACUBO's major professional development events to lead and manage exhibitor and sponsorship efforts.

#### **RESPONSIBILITIES**

- Understand and represent the [mission, vision, and values](#) of CACUBO
- Maintain the [CACUBO Business Partner Prospectus](#) and recommend sponsorship packaging to the CACUBO Board
- Work closely with the CACUBO Board and chairpersons of CACUBO's major professional development events to be knowledgeable about the programs and the needs in order to better recruit Business Partners to sponsor and exhibit at said events
- Continuously build relationships and maintain contacts in order to develop exhibiting and/or sponsoring Business Partners for major CACUBO professional development events, particularly the CACUBO Annual Meeting
- Manage the Business Partner solicitation process
- Jointly identify and select attractive sponsorship opportunities with the professional development committees
- Document key transactional information and contract with Business Partners
- With the CACUBO Controller, bill and collect payments from all sponsors and exhibitors of CACUBO professional development events, and provide periodic reconciliation of contract and payment dates
- Manage all related contracts for exposition services (e.g., exhibit hall design and set-up vendor) for the CACUBO annual meeting

## **(RESPONSIBILITIES, CONTINUED)**

- Attend the CACUBO Annual Meeting and:
  - Work closely with the Annual Meeting Registration Coordinator and Facilities Coordinator on set-up processes and logistics on-site 1-2 days prior to the start of the Annual Meeting
  - Assist with on-site registration of Business Partners at the Annual Meeting
  - Be present in the exhibit hall at the Annual Meeting during the exhibitor set up period and all hours that the exhibit hall is open to conference attendees
- Responsible for updated and relevant content at the [Business Partner Resource Center](#) web page.
- Attend professional events, such as the NACUBO annual meeting, in order to cultivate prospects for CACUBO Business Partners (paid for by CACUBO), when requested by the CACUBO Board
- Recommend short- and long-term goals and strategies for the development effort, and create and maintain policies and procedures related to the position
- Implement a thorough acknowledgement system and maintain consistent contact with Business Partners
- Monitor and objectively evaluate all activities; develop standard activity and progress reports for evaluation and reporting
- Regularly report progress to the CACUBO Board
- Attend CACUBO Board of Directors' meetings, when requested
- Undertake special assignments on behalf of the CACUBO Board as requested

## **QUALIFICATIONS:**

The successful candidate will be a proven professional who believes in the mission of CACUBO, is results- and people-oriented, and possesses a strong work ethic and superb attention to detail. The candidate will also have proven communication skills with an ability to write and speak persuasively about the role of supporting professional development for higher education business officers.

### **Required**

- Bachelor's Degree
- Demonstrated proficiency in Microsoft WORD and EXCEL
- Demonstrated experience in a position that required leadership skills
- Demonstrated experience in a position that required exceptional written, speaking and listening skills
- Strong negotiation skills that will balance the best interest of CACUBO with the desires of CACUBO's business partners
- Demonstrated attention to detail

### **Preferred**

- Experience in a higher education environment
- Experience in fundraising, or an equivalent combination of related experience
- Experience in a sales environment

### **Personal Characteristics**

- Team-player with dedication to the purpose and mission of CACUBO combined with the confidence that comes from experience and achievement
- Positive, enthusiastic, professional image in representing CACUBO
- Empathetic listener with corresponding excellence in verbal and written communications
- Finely-honed attention to detail
- Personal value system that encompasses a solid work ethic, personal integrity, conscientiousness and strong moral character
- Quick-learner, self-starter, self-motivated, and flexible
- Results-oriented with a strong customer service focus
- Ability to work under time pressures with multiple priorities and deadlines with accuracy
- Ability to think clearly and reason well, willingness to ask questions and solve problems
- Discretion with confidential information

**COMPENSATION:** Competitive based upon prior experience. The compensation structure includes a base pay component with opportunity for incentive pay.

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**About CACUBO:** The Central Association of College and University Business Officers (CACUBO) was the first regional association of higher education business officers to be established. CACUBO was formally organized in 1912 and acquired its present name in 1946. Since its founding, CACUBO has grown to over 600 member institutions/organizations. CACUBO members represent institutions large and small, public and private, from community colleges to small independent institutions to large research institutions. CACUBO is one of four regional associations (Central, Eastern, Southern, Western) making up the National Association of College and University Business Officers (NACUBO).