



***To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.***

***Close Date:*** May 13, 2025

***Job Title:*** Partnership Development Specialist

***NJ CSC Job Spec Code & Title:*** 81253 - Professional Services Specialist 4

***Job Category:*** Classified, Non-Competitive, NE (35 Hour) Workweek

***Union Description:*** CWA

***Class Code:*** 18

***Internal Salary Range:*** P18/\$54,351.05 - \$76,649.88

***External Salary Range:*** P21/\$54,351.05 - \$61,783.99

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

### ***Position Summary:***

Partnership Development Specialist fosters and manages relationships between the health and business programs and external partners in health care fields. This position is instrumental in identifying potential partnership opportunities, negotiating agreements, and ensuring that collaborations are mutually beneficial and align with TCNJ's strategic goals related to nursing, public health, and business programs. Three areas of priority are (a) identifying clinical placements/internship sites, (b) developing pathways to grow enrollments in our graduate and non-traditional undergraduate programs, and (c) identifying areas for new programs that meet partners' needs.

### ***Main Responsibilities:***

#### *Partnership Strategy and Development*

- Confer with internal stakeholders in the nursing, public health, and business programs to understand what they need from partnership initiatives (e.g., accreditation requirements) and the opportunities they offer to partners.
- Identify and evaluate potential partnership opportunities that align with TCNJ programs' objectives.
- Develop and execute a partner attraction plan that includes systematic outreach to prospects by way of emails, phone calls, electronic campaigns and in-person visits or information sessions.
- Develop and maintain relationships with internal departments (e.g., the alumni office) and professional organizations that present new partnership opportunities.
- Assist in the development of programs and opportunities that leverage partnerships.

#### *Relationship Management*

- Facilitate communication between partner organizations and internal stakeholders, acting as a liaison to ensure smooth collaboration and address any issues that arise.
- Build and maintain strong, long-lasting relationships with partners.
- Participate in partner-sponsored events and activities.
- Attend networking events to develop and maintain industry contacts.
- Organize and participate in partnership meetings, presenting proposals, progress reports, and addressing any concerns to maintain strong and productive relationships.
- Serve as the primary point of contact for partners, ensuring their needs are met.

#### *Negotiation and Agreements*

- Develop and negotiate partnership agreements, including terms of collaboration, contracting, financial arrangements, and mutual expectations, to ensure clarity and alignment between parties.
- Draft, review, and manage contracts and agreements according to College protocols.
- Create and maintain comprehensive documentation of all partnership activities, agreements, and communications for legal compliance and reference.
- Maintain a database to ensure accurate information for tracking, invoicing and reporting.
- Serve as the primary point of contact for all partner-related billing, accounts receivable, and internal student accounts.
- Regularly monitor and assess the budget to ensure alignment with financial goals and performance.

#### *Performance Monitoring and Reporting*

- Collaboratively develop partnership performance metrics and targets.
- Track and analyze partnership performance metrics.
- Prepare regular reports on partnership status, performance, and outcomes.
- Provide insights and recommendations for optimizing partnership effectiveness.
- Adjust strategies as necessary to maximize effectiveness and achieve targets.
- Communicate partnership goals, progress, and updates to internal stakeholders.
- Provide information about partners and placements for accreditation reporting, as needed.

#### **Required Qualifications:**

- Bachelor's degree from an accredited college or university.
- Proven track record of successful partnership development in a healthcare or related corporate field.
- Excellent negotiation and communication (verbal and written) skills. Able to adapt to different cultural contexts and work environments.
- Organizational and time management skills, including the ability to prioritize, multi-task and adhere to deadlines. Motivated and able to work independently and manage multiple projects simultaneously.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

#### **Preferred Qualifications:**

- Strong strategic thinking and analytical skills. Proficient in using CRM software and other relevant technology tools (e.g., office software, video conferencing).
- Excellent ability to build and maintain professional relationships.
- Knowledge of and experience in the health industry (or related field) in New Jersey.
- Experience working in a collaborative team environment.

#### **Employer Qualifications:**

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

#### **About TCNJ**

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty

members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

***Employee Benefits:***

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

*To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!*

***Application Instructions:***

Qualified candidates should apply online at: [careers@tcnj.edu](mailto:careers@tcnj.edu) and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

***SAME Applicants:***

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: [same@tcnj.edu](mailto:same@tcnj.edu). For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at: 833-691-0404.