

MANHATTAN UNIVERSITY**EXECUTIVE DIRECTOR OF LIFELONG EDUCATION AND WORKFORCE DEVELOPMENT***Position Profile*

Learning extends far beyond the traditional degree. [Manhattan University](#), a Lasallian Catholic university in New York City, is uniquely positioned to partner with employers, schools, and community organizations to deliver innovative educational opportunities that prepare learners for a rapidly evolving workforce while advancing economic mobility and lifelong learning.

The University is expanding its portfolio of noncredit and workforce programs to create new pathways into higher education, respond to emerging industry needs, and strengthen the University's impact across the region.

Manhattan University seeks a visionary leader who will lead the lifelong learning and workforce education enterprise as the inaugural Executive Director of Lifelong Education and Workforce Development. Reporting to the Provost, the Executive Director will identify where industry demands, learner needs, and Manhattan's academic strengths intersect, and build durable programs at that intersection, positioning the University as a leading provider of workforce education, lifelong learning, and industry-responsive educational pathways throughout the New York metropolitan region.

THE POSITION

The Executive Director of Lifelong Education and Workforce Development will be an entrepreneurial leader who will blend market intelligence with a design-forward approach to program development and oversee the strategy, financial performance, quality, compliance, and operational excellence of the portfolio while fostering a collaborative culture of innovation across the University.

The leader, in partnership with the academic deans, will develop and grow a portfolio of noncredit certificates, microcredentials, customized corporate education, professional licensure and continuing education programs, summer and pre-college offerings, dual enrollment partnerships, and alternative credentials that stack into academic credit.

They will work collaboratively with academic and administrative leaders to identify market opportunities, cultivate strategic partnerships with employers and community organizations, and drive enrollment growth through innovative, high-quality programs that respond to workforce needs and advance the University's strategic priorities.

KEY RESPONSIBILITIES***Strategic Leadership & Growth***

- Develop and execute a comprehensive strategy for continuing education and workforce development that advances the University's strategic priorities and long-term growth.

- Identify emerging market opportunities and workforce trends to guide the development of innovative educational offerings and strategic partnerships.
- Establish measurable goals for enrollment, revenue, and program performance, using market intelligence and analytics to inform decision-making and continuous improvement.

Program Innovation & Portfolio Development

- Lead the design, development, launch, and continuous improvement of a portfolio of noncredit certificates, microcredentials, customized corporate education, professional licensure and continuing education programs, dual enrollment initiatives, summer and pre-college offerings, and alternative credentials that stack into academic credit.
- Partner with Deans, faculty, instructional design, enrollment, marketing, and other University leaders to develop high-quality programs that respond to workforce needs while complementing Manhattan University's academic mission.
- Foster innovation in educational delivery models, leveraging technology and flexible learning formats to expand access and meet the needs of diverse learners.

Workforce & Strategic Partnerships

- Build and sustain strong partnerships with employers, industry associations, school districts, community organizations, government agencies, and other external stakeholders to co-create educational solutions and workforce pathways.
- Develop customized education and training solutions that address employer talent needs while creating opportunities for enrollment growth and community impact.
- Collaborate across academic and administrative units to cultivate a university-wide culture of partnership, innovation, and entrepreneurial growth.

Enterprise Management

- Provide overall leadership for the continuing education enterprise, including market strategy, enrollment growth, pricing, budget and P&L management, program quality, regulatory compliance, and operational effectiveness.
- Lead contract negotiations, oversee partnership agreements, pursue external funding and grant opportunities, and ensure the long-term financial sustainability of the portfolio.
- Oversee Associate Director of K-12 Programming and Administrative Assistant for Lifelong Education.
- Develop a culture of assessment and accountability through regular reporting on enrollment, revenue, partnership outcomes, learner success, and return on investment.

QUALIFICATIONS

- Master's degree in higher education, business, public administration, or a related field preferred.
- Demonstrated success leading continuing education, workforce development, executive education, corporate training, or a comparable entrepreneurial educational enterprise. Candidates from inside and outside of higher ed are encouraged to apply.
- Experience developing and launching innovative educational programs, including noncredit certificates, microcredentials, professional education, or alternative credential pathways.

- Proven ability to identify market opportunities, develop strategic partnerships, and drive enrollment and revenue growth.
- Strong financial acumen, including experience with budget management, pricing strategies, and P&L responsibility.
- Exceptional leadership, communication, negotiation, and relationship-building skills, with the ability to collaborate effectively across academic and administrative units.
- Strategic, innovative, and entrepreneurial mindset with a demonstrated ability to translate ideas into sustainable programs and measurable outcomes.

COMPENSATION AND BENEFITS

- Competitive annual salary of \$175,000–\$200,000, commensurate with experience and qualifications.
- Comprehensive benefits package, including medical, dental, and vision insurance.
- Generous paid time off, including university holidays and winter recess.
- Access to professional development opportunities, executive leadership programs, and emerging technologies that support innovation in higher education.
- The opportunity to build a high-impact, growth-oriented portfolio of workforce education, professional learning, and alternative credentials that extends Manhattan University's Lasallian mission.

APPLICATION PROCEDURE

Manhattan University has engaged Opus Partners to support this search. Kenna Boyd and Marisea Rivera are leading the search, which will remain confidential until the final stage of candidate consideration. For additional information, to nominate qualified candidates, or to apply, please contact Marisea Rivera at Marisea.rivera@opuspartners.net

Candidates should submit a current resume or CV, a cover letter addressing the position, and contact information for three professional references.

Manhattan University is an Equal Opportunity Employer that does not unlawfully discriminate in its employment decisions based on race, color, creed, religion, ethnicity, national origin, sex/gender identity/expression, sexual orientation, marital/partnership status, disability, age, citizenship status, veteran status, predisposing genetic characteristics, caregiver status, credit history, arrest/conviction record, unemployment status, status as a victim of domestic violence, sexual violence, or stalking, or any other legally protected status.