

PAUL QUINN

BUSINESS DEVELOPMENT ASSOCIATE

Department	Work Program Office
Reports To	Vice President, Work Program
Position Type	Full-time, Exempt
Location	Dallas, Texas. Based on campus, with frequent local travel to employer sites and community events
Compensation	\$75,000-\$80,000 base salary, plus a performance incentive tied to new partners and positions secured.

ABOUT PAUL QUINN COLLEGE

Paul Quinn College is a historically Black college in southern Dallas, founded in 1872, and one of the nation's federally recognized Work Colleges. Every student works, and every student graduates with real professional experience. Through our Corporate Work Program (CWP), students intern with companies and organizations across Dallas-Fort Worth, and their earnings help fund their education.

ABOUT THE ROLE

We are looking for relationship builders who love both the hunt and the long game. As a Business Development Associate, you will grow the Corporate Work Program by finding, pitching, and securing new employer partners and internship positions across Dallas-Fort Worth. You will own each partnership from first outreach to signed agreement and beyond, serving as the partner's primary point of contact and the steward of the relationship year after year.

We are hiring two Business Development Associates who will work side by side. You will share our current portfolio of CWP partners, each stewarding your own set of relationships, and every new partnership you bring in will be yours to own. The Vice President of the Work Program will support you along the way, and together you will help shape how this growing team works.

This is a role for someone who wants their work to be measured, and who wants every win to change a student's life. You will be the voice of Paul Quinn in boardrooms, chamber events, and coffee meetings, making the case that our students are talent worth investing in.

WHAT YOU WILL DO

Build the Pipeline

- Identify and research prospective partners across industries, including corporations, small businesses, nonprofits, and public sector employers.
- Generate new opportunities through outreach, networking, referrals, and warm introductions from alumni, board members, and existing partners.
- Be a regular, active, and vibrant presence in our nearby chambers of commerce, including Dallas, Collin County, Best Southwest (DeSoto, Cedar Hill, Duncanville, and Lancaster), and the Dallas Black Chamber of Commerce, along with industry and community organizations that expand our network.
- Plan and host cultivation events, such as employer breakfasts and campus visits, that introduce prospective partners to our students.

Close Partnerships

- Lead discovery conversations to understand each employer's needs, then match them to the right CWP positions.
- Prepare tailored proposals and presentations, and guide partners through the agreement process in collaboration with Work Program leadership.
- Expand existing partnerships by identifying opportunities for additional positions and new departments.

Steward Partnerships

- Serve as the primary point of contact for each partner in your portfolio, building trust through regular check-ins, site visits, and partnership reviews.
- Respond to partner calls and emails within one business day.
- Lead renewal conversations and agreements, so partners return year after year.
- Address partner concerns quickly, and work with the Work Program team to resolve jobsite issues and support intern success.
- Collaborate with the Vice President of the Work Program and the Work Program Coordinator on intern placements, matching each student to a partner's needs.
- Build deep knowledge of key industry sectors, such as healthcare, finance, and technology, to tailor pitches, positions, and placements.
- Work with the Business Office and the Office of Financial Aid to ensure contracts and partner records are accurate and complete.

Track, Report, and Tell the Story

- Maintain an accurate prospect and partner database in our CRM, logging every contact, meeting, and agreement.
- Report monthly on pipeline activity, new partners, and positions secured.
- Keep CWP marketing materials and partner-facing collateral current and compelling.

WHAT SUCCESS LOOKS LIKE IN YEAR ONE

- Secure new employer partners and new CWP positions.
- Achieve a 90% renewal rate across your partner portfolio.
- Respond to every partner inquiry within one business day.
- Build and maintain an active pipeline of qualified prospects.
- Have new positions confirmed ahead of the following spring placement cycle.
- Deliver accurate, on-time monthly pipeline reports to Work Program leadership.

WHAT YOU BRING

Required

- Bachelor's degree, or equivalent professional experience.
- At least two years of experience in business development, sales, fundraising, nonprofit development, account management, or partnerships.
- A track record of meeting or exceeding goals, with results you can point to.

- Confidence reaching out to people you have never met, and the persistence to follow up.
- Strong written, verbal, and presentation skills, with the ability to speak comfortably with executives and HR leaders.
- Experience with a CRM or similar system for tracking contacts and pipeline.
- Strong proficiency in Microsoft Office, especially Excel for tracking pipeline and partner data, and PowerPoint for building polished, persuasive presentations.
- Reliable transportation and the ability to travel locally.

Preferred

- An existing professional network in Dallas-Fort Worth.
- Experience in workforce development, higher education partnerships, or a corporate work study model.
- A genuine connection to the mission of HBCUs and first-generation college students.
- Experience designing marketing materials or presentations in Canva.

WHY YOU WILL LOVE THIS ROLE

- **Mission you can measure.** Every position you secure is a student's education and a career launched.
- **Ownership.** You will build the pipeline and shape how the program grows.
- **Growth.** You will gain executive-level relationships across Dallas-Fort Worth and a career path in partnerships and development.

HOW TO APPLY

Submit your resume, a brief cover letter describing a partnership or deal you are proud of, and a writing sample, such as a proposal, pitch email, or other professional writing, to both Ms. Cindy Pride, Executive Assistant to the President (cpride@pgc.edu) and Dr. Lola Esmieu, Vice President, Work Program (pesmieu@pgc.edu).

Finalists will be invited to research an assigned partner and present a short partnership pitch as part of the interview process.

Paul Quinn College is an equal opportunity employer and welcomes applicants of all backgrounds.