



Strathmore UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Head, Strathmore Entrepreneurship Development and Innovation Centre (SEDIC)

DEPARTMENT: Executive Education

REPORTING TO: Director, Executive Education

JOB PURPOSE: To oversee business development activities, overall attainment of the entrepreneurship Programs' revenue targets, quality assurance and control, and building and cultivating sustainable relationships with clients and participants during the program.

MAIN DUTIES AND RESPONSIBILITIES:

1. Develop and implement a vision and strategy for the entrepreneurship unit within executive education.
2. Responsible for driving business development initiatives for entrepreneurial programmes involving writing proposals, following up on sales leads, referrals, and new business opportunities, and setting up meetings to deliver sales pitches.
3. Build and strengthen partnerships with corporates, investors, startups, and policy organizations.
4. Maintaining and developing relationships with existing and potential customers to ensure high client satisfaction.
5. Processing needs of clients to foster a close relationship with new prospects/customers in - order to understand their needs and meet their requirements accordingly.
6. Timely response to tenders and expressions of interest and ensuring it is done on time, and submissions are of a high standard.
7. Financial Management: Overall responsibility for the unit's budgets, cost management and Debt management.
8. Oversee the execution of entrepreneurial programmes, ensuring high quality and relevance.

9. Implement metrics for programme effectiveness, measuring participant impact and business growth.
10. Provide market feedback to leadership regarding competitive offerings, and prospect needs and generate product development ideas.
11. Take ownership of driving the marketing of the entrepreneurship unit and oversee the development of marketing literature in liaison with the Head of Sales and Marketing.
12. Planning and coordinating the implementation of the units' work plans.
13. Oversee the interviewing, recruitment, and training of business development personnel in the unit.
14. Ensure business processes and standards are in accordance with the SBS policies & Procedure.
15. Set and enforce customer service standards to ensure clients are satisfied with the services received.
16. Provide leadership to the team and ensure that a positive work environment is maintained in line with Strathmore Values.

JOB REQUIREMENTS

The post holder will be required to have and demonstrate evidence of the following qualifications, attributes, and skills:

- Masters' Degree in a Business-related course
- 6- 8 years' experience in a related role with at least 3 years in a managerial role
- Proven track record of leading and scaling entrepreneurship programmes, incubators, or innovation hubs
- Sound understanding of the University programs

Attributes and Skills:

- Excellent negotiation skills and, proven track record of successfully pitching for new business.
- Strong innovation and problem-solving abilities.
- Leadership, Marketing, and Selling Experience.
- Experience with startups, venture building, or corporate innovation.
- Experience in leading and managing teams.

- Good communication, Persuasion & Negotiation skills.
- Strong market knowledge, business sense, and industry expertise.
- Proficiency in relevant computer applications to maintain databases, records, and basic business analytics.

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Head of SEDIC**' to the People and Culture Manager, Strathmore University Business School, on careerssbs@strathmore.edu by end of the day (5.30 pm) **Wednesday, 16th April 2025**.

Due to the large number of applications, we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University Business School is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.