



Job Description

Job Title: Director of Executive Education

Department: Suliman S. Olayan School of Business

Nature of Appointment: Academic – Executive in Residence

1. **Basic Functions:**

The Director of Executive Education, reporting directly to the Dean, provides strategic leadership for the School's executive education portfolio and serves as the principal driver of its growth, market positioning, innovation, and impact. The Director develops and executes a long-term strategy that aligns executive education offerings with the School's mission, regional market needs, and global trends in leadership and management development.

As a member of the School's leadership team, the Director identifies emerging market opportunities, develops high-impact learning solutions, cultivates strategic partnerships with corporations and international institutions, and expands the reach, reputation, and financial sustainability of executive education. The Director champions innovation in program design and delivery, ensuring that executive education offerings create measurable value for organizations, participants, and the School.

Duties Performed:

The Director of Executive Education will provide leadership across the following key areas of duty:

- Develops and executes the long-term strategy for the School's executive education portfolio, aligning it with the School's mission, regional market needs, and global developments in leadership and management education.
- Defines the portfolio's vision, positioning, growth roadmap, and performance targets, and monitors its strategic fit, financial health, and overall performance.
- Identifies emerging market opportunities and translates them into high-impact, commercially viable executive education offerings.
- Leads business development and go-to-market efforts to grow revenue and cultivate corporate and institutional clients across the MENA region and internationally.
- Leads the development of rigorous, relevant, and experiential learning solutions in collaboration with faculty and subject-matter experts.
- Integrates emerging technologies and blended and digital delivery approaches to strengthen learning outcomes and organizational value.
- Cultivates strategic partnerships with corporations, government entities, and international academic institutions to expand the portfolio's reach and reputation.
- Represents the School with external stakeholders and negotiates collaborative agreements that generate new programs, partnerships, and market opportunities.
- Oversees the end-to-end operations of executive education, establishing the processes, systems, and standards required for efficient, high-quality, and scalable delivery.



- Manages budgets, resources, staffing, and team development to achieve the portfolio's operational and financial objectives.
- Monitors program quality and participant outcomes against defined standards, accreditation requirements, and relevant external benchmarks.
- Analyzes feedback from participants, faculty, and clients to improve program content, delivery, and the overall participant experience.
- Prepares and presents regular reports to the Dean on performance indicators, financial results, achievements, risks, and challenges.
- Advises the Dean and leadership team on executive education strategy, market developments, growth opportunities, and related School-level priorities.
- Ensures that executive education programs comply with accreditation standards, university policies, and applicable institutional requirements.

2. Work Contacts:

The Director of Executive Education will engage with academic faculty, industry experts, program participants, business development teams, and international partners, coordinating closely to ensure the success and continuous improvement of executive education offerings.

3. Independence of Operation:

Reports to the Dean.

4. Supervisory Responsibility:

Provides leadership and supervision to the Executive Education team and oversees the activities of professional staff, consultants, and other resources supporting executive education operations and program delivery.

5. Physical Effort:

Requires minimal physical effort.

6. Work Conditions:

Clean and Pleasant

7. Minimum Requirements:

- A Master's degree in Business Administration or a closely related discipline.
- Demonstrated expertise in executive program management, showcasing a successful track record in the development, commercialization, and operational execution of executive education programs, with a preference for experience that spans both international and domestic landscapes.



- Exceptional negotiation, organizational, communication, and interpersonal skills, essential for effective leadership, stakeholder engagement, and team development within a diverse and dynamic educational environment.
 - Proven ability to forge and sustain collaborative relationships with international universities, industry experts, students, and faculty, ensuring the delivery of high-quality education programs that meet the needs of a global executive audience.
 - Strategic vision and operational acumen to oversee the rollout of new programs, including the ability to manage projects from concept through to execution, ensuring alignment with the institution's strategic goals and the highest standards of educational quality.
- 8. Preferred Qualifications:**
- Doctoral degree in a relevant discipline is a plus though not required.
 - Experience in a leading international business school or executive education institution.
 - Established network within the corporate, governmental, and professional sectors in the MENA region and internationally.

Apply on this [link](#) by August 30, 2026