



# Dartmouth College

**Title:** Executive Director, Center for Private Equity and Entrepreneurship  
**Department:** Tuck School  
**Reports to:** Center Faculty Director/ Dean, Tuck School

**Position #:**  
**Category:** Exempt  
**Level:** xxxx  
**Date:** February 24, 2012

## Position Purpose

The Executive Director of Tuck's Center for Private Equity and Entrepreneurship manages all the Center's activities, with a focus on creating an environment at Tuck that gives students world-class opportunities for learning about the world of private equity and venture capital and, critically, for getting jobs in that world. The Executive Director will also help create research opportunities for Tuck faculty in private equity and venture capital, and will build and manage a set of activities that makes private equity and venture capital an obvious and important part of the overall Tuck learning environment, including in the curriculum.

## Key Accountabilities

### *Administration*

- Develops and administrates the center budget and is responsible for the supervision of the administrative staff
- Accountable for multi-year strategic planning

### *Student Opportunities*

- Enhance opportunities for students to learn about and experience the industries of private equity and venture capital
- Enhance opportunities for students to get both first-year summer internships and permanent jobs in private equity and venture capital

### *Faculty support*

- Build opportunities for Tuck faculty to conduct research and develop teaching materials

### *Tuck Learning Environment*

- Create a vibrant culture of visiting executives, conferences, visiting faculty and scholars, etc. that ensure that the world of private equity and venture capital are visible and active parts of the overall Tuck learning environment

### *Outreach*

- Ensure that the Board of Advisors does all it can to help Tuck and Tuck students, and that the Board members understand their important contributions to the School
- Manage the Board of Advisors for the Center: Maintain relationships with each Board member; plan and conduct twice-annual meetings; manage retirements and bring on new members

### *Fundraising*

- Manage and enhance the current annual dues structure for Board members
- Under guidance and in close collaboration with the Tuck Dean and Tuck Development Office, develop innovative capital giving opportunities

*Collaboration*

- Accountable for overseeing the coordination of services both within and outside the Center in support of the Center’s strategy
- Work closely with other departments at Tuck, in particular the Admissions Office, Career Development Office, and Entrepreneurship Initiative
- Collaborate with other entities at Dartmouth College, including the Engineering and Medical Schools, and the Dartmouth Entrepreneurial Network

*Performs other duties as assigned. This is a fulltime position requiring physical presence at Tuck.*

**Position Requirements**

| <b>Skills &amp; Knowledge</b>  | <b>Experience</b>  | <b>Education</b>   |
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| <ul style="list-style-type: none"><li>• In-depth knowledge of private equity and venture capital industries, including industry structure, firms, practices, issues</li><li>• Understanding of needs and expectations of students and faculty at a business school like Tuck</li><li>• Ability to teach in the MBA program a plus</li><li>• Ability to conduct or manage research projects a plus</li><li>• Excellent interpersonal and communication skills</li><li>• Ability to interact with students, faculty, and business executives</li><li>• Strong organizational skills and ability to manage small staff</li><li>• Initiative, sound judgment and ability to work independently</li></ul> | <ul style="list-style-type: none"><li>• Extensive experience in the private equity, venture capital or related investment markets</li><li>• Experience in working in an academic environment a plus</li><li>• Experience with entrepreneurship a plus but not a substitute for private equity/venture capital experience</li></ul> | <ul style="list-style-type: none"><li>• MBA or PhD</li></ul> |