



Title: Programs Director (Oakland, CA)

Date Printed: 05/21/2018

Job Posted On: 04/24/2018

Posting Expiration Date: 05/24/2018

Work Location: Oakland, California,

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## **Description**

This position reports to the Executive Director and serves as the primary programmatic leader for the region. The Programs Director leads a team of Programs Managers and other regional positions in support of a portfolio of CollegeSpring program partners to ensure the operational success and achievement of goals related to student service and impact. The Programs Director will represent CollegeSpring to external stakeholders, including principals, teachers, mentors, and students. In coordination with the Executive Director, this position will ensure high levels of program quality and fidelity, steward and retain current partners, and support in developing new partnerships.

## **WHAT YOU WILL DO (RESPONSIBILITIES)**

### **Leadership**

- Cultivate strong internal relationships with peers, direct reports and managers. Collaborate and working closely with other regional Programs Directors.
- Develop and implement strategies that will motivate, inspire, lead and guide team towards continuous improvement.
- Assist Executive Director with program strategy, data analysis and program management, grant management, and budget management.

### **Team Management & Development**

- Lead regional team of Programs Managers and other regional support staff; develop a strong, collaborative team dynamic focused on student success and partner satisfaction.
- Provide clear guidance and goals to regional team members, performance feedback, professional development, and ongoing coaching and support.
- Coordinate and direct activities of the regional programs team.

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## **Program Operational/Administrative Management**

- Oversee administration of all aspects of regional programs. Ensure that program implementation at program sites is high quality and adheres to CollegeSpring's model with fidelity; troubleshoot and provide support with implementation challenges; develop deep knowledge of SAT/ACT exams, college admissions process, and CollegeSpring's model, curriculum, and systems.
- Directly manage limited number of program sites, potentially including pilot sites.
- Monitor and interpret program data on an ongoing basis; use data to measure program progress and make necessary adjustments to increase student outcomes; train and support regional programs staff to analyze data; monitor the collection of data.
- Develop and maintain strong partner relationships including schools, school districts and community-based organizations, in order to foster increased collaboration resulting in high student outcomes and high partner retention/satisfaction rates; build network of education professionals in order to maintain a robust pipeline of future partners; cultivate deep understanding of regional education landscape.
- Collaborate with Executive Director on efforts to cultivate and establish new and existing program partnerships with a goal of increasing the number of students served each year.
- Collaborate with National Programs & Impact Team to ensure successful implementation of program model in the region, train and support regional programs staff, share best practices across the organization, and pilot and evaluate new initiatives and activities. Identify ways to improve training, oversee successful preparation and implementation of training, and model presentation best practices by leading sessions.

## **Required Skills**

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### **YOU'LL BE SUCCESSFUL IN THIS ROLE IF YOU HAVE (QUALIFICATIONS)**

- A strong commitment to CollegeSpring's mission, vision, and strategic direction, including a strong belief in the importance of diversity, equity, and inclusion.
- Bachelor's degree required; advanced degree in education or related field a plus.
- 5-7 years of experience in education, youth development or college access required with 2 of those years in a team management role. Prefer experience working at a school site in the classroom, program management or administrative role.
- Experience successfully managing relationships with diverse stakeholders.
- Demonstrated success implementing and evaluating programs.
- Analytical ability to interpret program and performance data and make data-driven adjustments to maximize impact.
- Strong leadership skills with a collaborative and innovative leadership style; proven ability to inspire, coach, and manage full-time staff to high performance.
- Flexible and adaptive work style, with the ability to thrive in an action-oriented and results-driven environment; ability to prioritize among competing demands.

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- Demonstrated success building and negotiating partnership agreements; experience with fee-based partnerships a plus.
  - Knowledge of area schools (traditional public and charter school systems) and established presence with the educational community strongly preferred.
  - Working knowledge of office productivity software (MS Office Suite, Google products) required; prefer experience with Salesforce CRM and proficiency with Excel/other data analysis tools.

### **OTHER THINGS TO KNOW**

- This position travels regularly to program sites in the region.
- There may also be occasional evening and weekend work.
- Physical requirements are those of a typical office environment.

### **Benefits**

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Salary commensurate with experience. Generous benefits package including health, dental, vision, retirement plan, and vacation/sick leave.

### **Comments**

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CollegeSpring is a national non-profit organization that equips low-income students with the academic skills and mentoring they need to close the SAT, ACT, and college opportunity gaps. Since 2008, CollegeSpring has served more than 19,000 students in the San Francisco Bay Area, Southern California, and New York helping them achieve increased test scores, acceptances into better-matched and more-selective colleges, higher persistence rates, and greater opportunities for future success.

**Kind:** Full Time

**Level:** Manager

### **Apply**

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Submit resume and thoughtful cover letter to Hanna Doerr through the CollegeSpring website at <http://collegespring.org/join-our-team/> Applications will be reviewed on a rolling basis. *Applications will only be considered if received through the CollegeSpring website.*

***Please, no phone or email inquiries.***



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