



Director of College Partnerships

About College Track:

Founded in 1997, College Track is a national non-profit organization that empowers students to achieve their dream of a college education. This organization exists to increase high school graduation, enrollment, and college graduation rates among students from low-income communities, thereby closing the achievement gap for students who are under-represented in higher education. Our results are strong: more than 90% of our students are accepted to 4-year colleges, 50% of our students graduate from college (nearly 2.5 times the national average for low-income students) and 85% of our students are the first in their families to earn a college degree.

Since its inception, College Track has grown each year; College Track currently supports close to 1600 high school and college students at centers in East Palo Alto, Oakland, San Francisco, New Orleans, Aurora, Colorado and Los Angeles. Additionally, College Track has over 60 full time staff members and close to 300 part time employees. By providing comprehensive college access services to students over the course of 8-10 years, from the summer before high school through college graduation, College Track ensures that each of its students has the resources needed to get into and graduate from college. In four years, a College Track student receives support equivalent to one extra year of high school. In the next five years, College Track will double the number of students served and triple the number of college graduates, maximizing their impact as the premier college completion program in the nation.

To learn more, please visit www.college-track.org

Position:

The Director of College Partnerships will work closely with the VP of College Completion and the CEO to build best in class college partnerships that eliminate the opportunity gap between students from high-and low-income communities. Specifically, this position is responsible for developing high leverage partnerships with postsecondary institutions. By 2016, it is expected that this position will develop 30+ formal, strategic partnerships that provide tangible financial and programmatic supports that significantly improve college completion rates for our students. Additionally, this position will work in close collaboration with the College Success department and College Track's six sites to ensure all partnerships are leveraged to drive considerable gains in freshman persistence and 4-year college graduation rates. College Track is engaged in a gradual re-organization of its college student services, to absorb more students and changes in the higher education landscape, so the successful candidate will be comfortable with change as the organization continues to evolve. Additionally, this position will help guide the organization's work in college completion and will provide strong leadership focused on getting results.

This position is based in Oakland, CA and reports to the Vice President of College Completion.

Primary Responsibilities

- College Partnership Development
 - Build strategic, high value partnerships with colleges that result in financial and programmatic supports for students. Solidify agreements with college partners and execute MOUs.
 - Develop a strong pipeline of potential partners by canvassing the college landscape in target regions; develop strategy to sign additional partnerships in early years of site operations.
 - Lead team in projecting financial and scholarship needs of college students; develop overall strategy to leverage college partnerships to decrease the financial gap for students.
 - Serve as the primary relationship manager for Universities and colleges; manage communication and the successful execution of MOUs with existing partners.
 - Advance existing relationships with college partners. Manage, elevate and re-sign existing twelve partners.
 - Leverage College Track's "Best-Fit" framework to provide an increasing number of options to students and families. Develop additional models for "best fit" colleges and clear communication around specific ways in which college partnerships result in better outcomes for students.

- Represent the organization to a wide range of higher institution stakeholders and own all communication related to the organization's college partnership program.
- **Strategy and Organizational Development**
 - Work with the VP of College Completion to develop and execute college completion initiatives that improve persistence and college graduation rates among College Track students.
 - Research and understand best practices in the college completion landscape, in particular as relates to different types of college partnerships. Utilize learnings to develop near term initiatives and a long-term scalable model that achieves the organization's big goal of 75% college graduation rate.
 - Work closely with the high school program to ensure integration of services and the seamless transition for students from high school to college.
 - Collaborate with the College Success team, Strategy team and National team to re-envision college support services model for College Track students.

Qualifications:

First and foremost, the Director of College Partnerships must embrace College Track's vision for transforming low-income communities into places where college readiness and college graduation are the norm. Additionally, candidates must possess the following qualifications:

- Minimum 4-year college degree (Master Degree preferred)
- Experience securing high level partnerships, preferably with higher education institutions
- A history of achieving results and willingness to do whatever it takes to get results
- Entrepreneurial learning orientation, including the ability to be flexible and approach new challenges with optimism
- Results-driven; commitment to utilizing data to take informed action
- Detail oriented, highly organized, and strong project management skills.
- Excellent communication skills (both written and oral) with demonstrated ability to speak and write clearly and persuasively
- Strong interpersonal skills and collaborative attitude
- Outstanding problem-solving skills
- Unflappable self-starter who has ability to effectively manage wide range of tasks and projects
- Strong learning orientation; accepts and incorporates direct feedback
- Goal-oriented and strong commitment to meeting goals; dedication to helping students achieve their goal of college completion
- High level of self-awareness, humility, and emotional intelligence
- Demonstrate the ability to meet and maintain federal, state, local and College Track guidelines

Compensation and Benefits:

College Track offers a competitive salary and comprehensive benefits package.

Submit cover letter and resume to lhuynh@collegetrack.org and cc: employment@collegetrack.org
Please include "Director of College Partnerships" in the subject line.