



REGIONAL DIRECTOR OF PROGRAMS, WEST

JOB DESCRIPTION

Job Title: Regional Director of Programs, West

Supervisor: Senior Director of Programs

Location: Based within 50 miles of a College Advising Corps program in CA

Travel Requirements: Ability to travel approximately 30 percent of the time

ABOUT COLLEGE ADVISING CORPS

College Advising Corps (CAC) is an independent non-profit organization that works to increase the rates of college enrollment and completion among low-income, first-generation college and underrepresented high school students. We do this by placing well-trained, recent college graduates from our 25 partner universities as full-time college advisers in high schools across the nation. We believe that every student deserves the opportunity to enter and complete higher education and are committed to supporting students as they navigate the complex processes of college admissions and matriculation and securing financial aid.

POSITION SUMMARY

Each Regional Director of Programs (RD) provides leadership and support to CAC programs in his/her region. This particular RD position leads our program teams in California, Arizona, and Alaska. The purpose of the RD position is three-fold: (1) to ensure partner programs consistently maintain high fidelity to the CAC near-peer service model and execute high-quality support for students, (2) to ensure program staff and advisers receive the resources, support, and coaching necessary to tackle program-specific challenges and achieve success, and (3) to manage the network of high school, university, and funding partners.

This leadership position involves cultivating partnerships, implementing key priorities, and serving our program directors, advisers, schools, university partners, and funders with excellence. Areas of collaboration include program goal-setting, strategic planning, adviser and program staff training, collecting and reporting data, sharing promising practices, and building sustainable relationships with community-based, secondary, and postsecondary partners.

RDs report to the Senior Director of Programs. CAC is staffed leanly, operates nationally, has many partners, and is supported from diverse, complex funding sources. As a result, the RD plays multiple roles in the delivery and maintenance of programs and in CAC's overall operations. Each RD contributes to the planning and coordination of all aspects of ongoing programming in his or her region, including developing, planning, and leading ongoing activities and new initiatives that support the strategic direction of both the local programs and the entire organization.

DUTIES AND RESPONSIBILITIES

Programmatic Support: Develop and maintain a high level of knowledge of each program within the West region. Provide training, coaching, guidance, and support to ensure regional programs align with the mission and goals of the whole organization and uphold the integrity of CAC's near-peer service model. Guide CAC programs to develop and implement long-term goals and objectives to achieve successful program outcomes. Positively influence programs and program directors to achieve key project outcomes and positive results. Communicate regularly with program directors to anticipate, understand and respond to the needs of the program, actively troubleshooting, problem solving, and making key decisions to support programmatic excellence.

Evaluation and Knowledge Sharing: Assist with the development of methods to evaluate the effectiveness of assigned programs and identify potential areas for improvement and/or training opportunities. Develop and implement a process for collecting anecdotal and empirical evidence of CAC's impact to support the CAC development team in preparing reports or applications to funders. Develop and maintain a system to collect and share promising practices, tools, and resources within the CAC network.

Relationship Management: Conduct regular site visits to CAC high schools, providing guidance and support to key school partners as necessary. Manage key relationships with CAC university partners, working with CAC's Director of Development to oversee the development and implementation of budgets and legal agreements (Memorandums of Agreement) that outline each partnership. Communicate CAC's mission and core values regionally and nationally at meetings, conferences, public events, and other activities that increase CAC's visibility and recognition.

Partnership with National Office: Participate in regular meetings with team members and national office staff to work collaboratively and integrate activities and functions across programs. Assist with the production and planning of CAC's annual Adviser Summit and Program Director Retreat. Assist with the planning and coordination of the monthly Program Director webinar and Adviser Newsletter. Manage and/or participate in projects, as requested by Senior Director of Programs.

QUALIFICATIONS AND EXPERIENCE

The RD will be a mature leader with a minimum of a bachelor's degree (a master's degree or Ph.D. would be a plus) and at least 5-7 years of experience in partnership, programming, and college access. The ideal candidate for this position will possess the following competencies and attributes:

- Culture- and mission-driven; extremely passionate about CAC and increasing opportunity for all students.
- Can-do attitude and willingness to go the extra mile in service of our mission.
- Unwavering commitment to executing with excellence.
- Unquestionable personal code of ethics, integrity, and trust.
- Experience leading program teams and managing projects to achieve strategic objectives.
- Ability to establish and nurture key partnerships and collaborate with a variety of stakeholders.
- Demonstrated comfort working independently with remote partners and team members.
- Excellent analytical and abstract reasoning, critical thinking, and organizational skills.
- Ability to build relationships while proactively and diplomatically solving problems in a mature manner.
- Exceptional interpersonal, written, oral, and presentation skills and the ability to effectively interface with senior management, Board of Directors, and staff.
- Ability to travel approximately 30% of the time.

COMPENSATION AND BENEFITS

CAC offers a salary and benefits package competitive with other organizations of our size, which includes full health and dental coverage, a matching 401(k) plan, and four weeks of vacation plus sick leave and national holidays.

HOW TO APPLY

Please email your resume and a cover letter to HR@advisingcorps.org. Cover letters can be addressed to Audree Hernandez, Senior Director of Programs. In your letter, please speak directly to your experience and your interest in working with our organization. Applications without a cover letter will not be considered.

College Advising Corps is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable. College Advising Corps is an E-Verify Employer.