

## POSITION DESCRIPTION

JOB TITLE: Director, Programs

STATUS: Exempt

REPORTS TO: Managing Director, Higher Education

HOURS: Full Time

DATE: May 2021

DEPT: Educate Texas

### **Educate Texas Vision**

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: *ensure all students, especially African-American, Latino or economically disadvantaged students, earn a degree or credential that leads to a living wage and thriving communities.*

### **Educate Texas Mission**

Increase academic achievement and educational equity by leading programs, policy and partnerships.

### **Summary**

The vision is designed to transform higher education in Texas to achieve the ambitious 2030 statewide degree/credential attainment goal, by executing the Educate Texas strategy of supporting the achievement of 100,000 degrees and certificates by 2025. The Director, Programs is responsible for the definition/exploration/creation, implementation and support of initiatives led by Educate Texas. This includes continuous monitoring, analysis, documentation, and reporting on the performance of the program to Educate Texas. The Director, Programs will work closely with Educate Texas Staff, partner higher education institutions, state and local agencies, critical organizations, coaches, and philanthropic partners to insure fidelity of implementation of the program. The position will be based in Dallas and the successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 25% of the time.

### **Key Responsibilities**

- Provide tactical and strategic leadership for a portfolio of programs within the higher education unit
- Monitor, analyze, document, and report on the growth and performance of our higher education strategy and portfolio of investments
- Deliver, document, and record technical assistance provided to colleges and related stakeholders by partners, coaches, and staff to build capacity for postsecondary education and workforce program design, implementation, and reform
- Consult with and support higher education and workforce organizations in continuous improvement processes centered on development of curriculum, instruction, and general effectiveness
- Develop tools and protocols for the scheduling, support, and management of professional development opportunities (online and site-based)
- Participate in the assessment and evaluation of program components, organizational capacity, and results of initiatives

- Develop and maintain effective working relationships within the organization and with partner organizations (e.g., state agencies, institutions of higher education, employers, philanthropy)
- Review coaching reports to evaluate the implementation depth and provide feedback to coaches

### **Organizational Responsibilities**

- Lead and manage day-to-day strategy, resources, and team
- Develop and enhance both organizational and department strategy in collaboration with Educate Texas leadership
- Provide management of budget, fundraising efforts, and communication plans for your area
- Lead and develop individual team members

### **Qualifications**

- Master's degree required
- 5+ years of project management experience with significant team and/or client management responsibility
- Knowledge of secondary, postsecondary education, workforce development, and its infrastructure and regulations in Texas preferred
- Knowledge and experience managing large-scale networks preferred
- Experience leading and managing large projects and programs with multiple partners and key stakeholders
- Knowledge supervising and coaching a team

### **Skills & Requirements**

- Ability to clearly articulate the mission and vision of the project
- Team player who can work with partners and participants to support Educate Texas's success
- Creative individual who can work effectively with multiple constituencies and statewide networks, and shape solutions that will work for a higher education institution, workforce system, or community
- Excellent communicator capable of presenting initiatives effectively to partners, participants, and the public
- Excellent problem solving and analytical skills
- Strong project management skills
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Send your cover letter, resume, and salary requirements to:**

[careers@cftexas.org](mailto:careers@cftexas.org)