



Equity Program Manager

The Partnership for College Completion (PCC) seeks an experienced professional to serve as a program manager on the College and University Partnerships (CUP) team. This position works in partnership with higher education institutions in the state of Illinois to address structural barriers and systemic racism in higher education, creates programmatic supports to ensure equitable outcomes for students, faculty and staff, and works to enhance institutional change efforts through the analysis of disaggregated data and providing support for transformation at scale. This role requires higher education experience and program or project management expertise. The ideal candidate will be a self-starter who can successfully navigate in a fast-paced environment, coordinating events, removing obstacles, delivering results, and raising the bar on operational efficiencies. The successful candidate will have excellent writing and project management skills, ability to collaborate cross-functionally and communicate clear direction for the organization and have a demonstrated ability to think strategically and analytically about creating structures for today's students, staff, and faculty to succeed in advancing institutional equity.

The PCC is a nonprofit organization founded in 2016 to champion policies and practices that increase college completion and eliminate degree completion disparities for low-income, first generation, and students of color in Illinois - particularly Black and Latinx students. PCC envisions a state where equitable opportunities to access and complete a college education lead to greater degree attainment, racial equity, and socioeconomic mobility for Illinoisans.

With its vision for system-level reform and institutional change, the PCC executes a three-part strategy in pursuit of its goals:

- Supporting colleges directly in their change efforts (college and university partnerships)
- Advocating for effective local, state, and national legislation & policy (public policy)
- Increasing public dialogue on college outcomes (public awareness)

Summary Statement of Primary Duties and Responsibilities:

Reporting to the Senior College and University Partnerships (CUP) Manager, PCC's Equity Program Manager will provide support and serve as a primary organizational interface between the PCC and colleges and universities that are working to aggressively eliminate graduation disparities on their campuses and create transformational change to ensure all students, staff, and faculty can learn and succeed. The Equity Program Manager will be a critical part of a small team and growing organization. This individual will be thorough, creative, analytical, capable of effectively managing competing priorities for internal and external stakeholders, and both highly autonomous and productive in a team setting. The ideal candidate will be a self-starter with demonstrated success in program and project management, have the ability and skills to use data to tell stories that prompt action, knowledge of equity issues in higher education, change

management, motivation and is passionate about creating exceptional learning experiences and developing people to be their best.

Key Responsibilities:

- Work with the CUP team to set goals for multi-year programming, professional learning and assessment, and evaluation strategy.
- Conduct research and develop information and tools to support colleges and universities in their organizational change efforts to dismantle structural racism and remove barriers to equitable success in higher education.
- Provide coaching and programmatic support to senior leadership teams at institutions and serve as the primary organizational interface between the Partnership and colleges and universities and their staff, faculty and administrators to implement student success initiatives at scale and eliminate graduation disparities.
- Manage and execute program delivery by leading the planning, development, and execution of webinars, learning communities, workshops, and meetings designed to help colleges identify what works/does not and scale their student success initiatives. This includes developing agendas; identifying and securing subject matter experts, presenters, and facilitators; gathering, developing, and disseminating existing supports, tools, data and other resources; and creating new materials when appropriate. Strong focus on timelines, logistics and outcomes.
- Plan and facilitate meetings related to the day-to-day management of the CUP team goals and initiatives.
- Support internal data collection, analysis, and reporting for the CUP team initiatives.
- Create and lead mechanisms to identify and support leaders in higher education in the state of Illinois and amplify the impact of their work. Drive programs with a focus on key deliverables, outcomes, and actions.
- Serve as CUP team lead for program supports such as newsletters, learning communities, student advisory committee and faculty and staff advisory committees as assigned.
- Help coordinate and report on grant-funded activities as assigned.
- Support the public policy, public awareness, research and operational activities of the Partnership in support of the overall mission of the organization.
- Support other team activities as requested.

Knowledge, Skills, and Abilities:

- Passion for PCC's mission
- Highly developed verbal and written communication skills and the ability to present effectively to large and small groups
- Ability to engage with diverse communities and constituencies at all levels
- Demonstrated ability to lead collaborative efforts across organizations, coordinating among a large group of stakeholders with multiple competing priorities
- Lived or learned knowledge of the challenges confronting first generation, low-income college students, Black students, and Latinx students; understanding of systemic barriers to completion faced by students in pursuit of college degrees

- Willingness to learn and adapt amid new and shifting priorities with a ‘can-do,’ solutions-oriented approach to problem solving
- Development-oriented mindset; reflective, self-aware, open, and responsive to feedback and driven to learn from setbacks
- Ability to travel throughout the state of Illinois to support the programs and events of the College and University Partnerships team and PCC as well as establish and/or deepen relationships with critical partners, and to work effectively in a hybrid office environment
- Knowledge of higher education (including community colleges), higher education equity reform, and higher education reform efforts (nationally/locally)
- Knowledge of effective strategies and design for higher education leadership, faculty and student support practitioners for professional development and learning

Qualifications (required):

- Bachelor’s degree in public policy, education, social sciences, business, economics, or related field
- Five or more years of related professional experience in or related to higher education, program development and execution, public policy, or educator professional development
- Experience driving complex projects and programs requiring significant cross-functional collaboration
- Strong goal orientation with a history of successfully accomplishing project and program goals in prior professional roles
- Ability to lead meetings and presentations with a diverse set of stakeholders, including college presidents, faculty and staff; elected officials; non-profit and private sector leaders; researchers; colleagues across the education spectrum
- Understanding of barriers faced by students, particularly low-income, first generation, Black students, and Latinx students in pursuit of college degrees and what the data indicate are persistent challenges
- Belief in PCC core values:
 - All students can succeed when given the right opportunities, tools, and supports
 - Equity in higher education is an urgent civil rights challenge
 - Solutions and resources exist to close the equity gap in higher education

Qualifications (preferred):

- Experience leading programs, projects and teams
- Experience in a college or university setting
- Data literacy, assessment and evaluation for higher education initiatives
- Master’s degree in a relevant field

Commitment to Diversity:

The Partnership for College Completion is an equal opportunity employer with a commitment to engaging the skills and leadership of people of color, low-income persons, LGBTQ+ persons, differently-abled people, and other people from diverse backgrounds. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply.

Compensation:

The salary range for the Equity Program Manager is \$60,000-\$68,000 annually, commensurate with experience, along with an excellent benefits plan that includes: health/ dental/vision insurance; short-term/long-term disability plans; 403B plan with a company match; flexible spending account; holidays, sick and vacation accrual.

Please send resume/CV and personalized cover letter to phanley@partnershipfcc.org with the subject line Equity Program Manager. Resumes will be accepted and reviewed on a rolling basis until the position is filled.