

Project Manager

Position Type: Full-time, exempt
Reports to: Senior Partnerships Manager
Start date: September 2023
Location: Chicago, IL

The Partnership for College Completion (PCC) seeks an exceptional leader to serve as the Project Manager on the College and University Partnership team. This core team member would be responsible for managing day-to-day aspects of a multi-year grant supporting institutional partners in their efforts to move more students to and through college-level English and math coursework.

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 and universities directly in their institutional equity change efforts
- Advocating for effective local, state, and national legislation & policy
- Elevating data and research to increase public dialogue on equity in college outcomes

Summary Statement of Primary Duties and Responsibilities

The Partnership seeks a Project Manager to lead a two-year, grant-funded initiative that aims to build the capacity within the state of Illinois for the implementation of the Developmental Education Reform Act, which will support community colleges and public universities that aim to scale corequisite supports at their institutions in order to reduce the level of students remaining in developmental education sequences. Reporting to the Senior Partnerships Manager, the Project Manager will be a critical part of a small team and growing organization. This individual will be thorough, creative, analytical, capable of effectively managing multiple competing priorities for internal and external stakeholders, and both highly autonomous and productive in a team setting.

Key Responsibilities

- Lead the collaborative team that will implement the grant objectives and achieve its outlined goals.
- Serve as point person for all stakeholders involved in the initiative. This includes the Illinois Community College Board, faculty, and college and university partners.
- Plan and facilitate meetings related to the day-to-day management of the initiative.
- Support the recruitment of colleges and universities and memorandums of agreements (MOU's).

- Support the recruitment of faculty and higher education stakeholders for a statewide advisory board.
- Lead the planning, development, execution, and follow-up of quarterly statewide advisory board meetings.
- Create and execute virtual and in-person events related to the initiative.
- Oversee internal data collection, analysis, and reporting for the initiative (assessment and evaluation) with consultation as needed.
- Steward the relationship and work of an external research partner contracted to assess and measure the effectiveness of the initiative.
- Lead and collaborate on the preparation of various reports and other written materials related to the initiative.
- Support other team activities, equity events, initiatives, grants or reports as requested.
- Other duties as assigned.

Knowledge, Skills, Abilities & Dispositions

- Strong commitment to and alignment with PCC's mission
- Commitment to 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
- Highly developed verbal and written communication skills
- Demonstrated ability to present effectively to large and small groups
- Ability to engage with diverse communities and constituencies at all levels
- Lived or learned knowledge of the challenges confronting first generation, low-income Black students, and Latinx students
- Understanding of systemic barriers to completion faced by students in pursuit of their college degrees
- Willingness to learn and adapt amid new and shifting priorities with a 'can-do,' Solutions-oriented approach to problem solving
- Ability to travel throughout the state of Illinois to support the implementation of the initiative, establish and or deepen relationships with critical partners, and to work effectively both remotely and in an office environment
- Knowledge of higher education (community colleges), higher education reform, and developmental education reform (nationally/locally)
- Knowledge of effective strategies and design for faculty/practitioner professional development

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, diversity, equity, course placement, developmental education or educator professional development with faculty and administrators
- Experience driving complex projects requiring significant cross-functional collaboration with faculty, administration and equity partners
- Strong goal orientation with a track record of successfully accomplishing project 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
- Other duties as assigned

Qualifications (preferred)

- Experience leading teams and managing staff
- Data literacy with experience with momentum metrics (i.e. student credits accumulated, gateway course completion, etc.)
- Experience with equity-oriented initiatives
- Experience with developmental education reform
- Master's degree in a relevant field

Compensation

The PCC offers competitive salary and benefits plans and a flexible work environment. The salary range for the Project Manager is \$60,000 - \$70,000 annually, commensurate with experience, along with a generous benefits plan that includes health/dental; 403B plan with a company match; a number of other elective benefits; holiday, vacation, and sick accrual; flexible, hybrid work schedule; tuition reimbursement; and other competitive benefits.

Commitment to Diversity

The Partnership for College Completion is an equal opportunity employer with a commitment to building a diverse team and to engaging the skills and leadership of people of color, individuals from low-income households, LGBTQ+ persons, differently-abled people, and others that hold identities that represent the significant diversity of college students in Illinois. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply. We look forward to hearing from you!

COVID-19

PCC currently maintains a hybrid work environment with days required in office each week. Additionally, COVID-19 vaccination and corresponding documentation must be provided by all employees in advance of their start date.

How to Apply

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

PCC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on sex, race, color, ancestry, citizenship, ethnicity, national origin, religion, age, ability, sexual orientation, gender identity or expression, marital status, pregnancy or any other characteristic protected under federal, state, or local law.