



## Strategic Partnerships Manager

For nearly 20 years, [Excelencia in Education](https://www.edexcelencia.org) has been charting a course for innovative, collaborative, and actionable efforts to accelerate Latino student success in higher education throughout the United States. Invoking a unique [confianza](#) approach, *Excelencia* today functions as a facilitator, guide, and catalyst for colleges and universities, large and small, to cultivate the conditions necessary for transformative change that helps more Latino students achieve their aspirations.

As a Strategic Partnerships Manager, you will manage relationships and programs that support organizational efforts to advance institutions' journeys to more intentionally serve Latino, and all, students. You will be integral to the management of *Excelencia's* involvement in the Intermediaries for Scale initiative, a multi-year project funded by the Bill & Melinda Gates Foundation to support institutional transformation. You will also serve as a point of contact for *Excelencia's* internal learning, evaluation, and development of strategies for working with external partners that leverage and expand *Excelencia's* impact to meet our mission. This position reports to the Chief of Staff.

This is a full-time, exempt position. You will be able to work remotely if you are not in the Washington, D.C. area. If you reside in the Washington, D.C. area, then you will work a hybrid schedule, collaborating twice a week on Tuesdays and Wednesdays in our Washington, D.C. office and working from your home office three days a week.

*Excelencia* in Education's mission is to accelerate Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform education policies, advancing evidence-based practices, and collaborating with those committed and ready to close equity gaps in degree completion. *Excelencia* is a fast-paced and quickly evolving nonprofit organization with a small and dynamic team deeply committed to its mission and community.

### Responsibilities

- **Provide full-scale project management** for the Intermediaries for Scale project, coordinating internal staff, external partners, and institutional teams to meet deadlines and deliverables to support institutions' journeys to more intentionally serve Latino, and all, students.
- **Steward relationships** with organizational partners, expands *Excelencia's* reach and representing our mission, strategy, and approach in working with organizations who share common goals.
- **Leverage internal staff expertise** and coordinate with other *Excelencia* teams to advance partnership activities that support organizational goals.
- **Coordinate project evaluation efforts** to evaluate partnership and project outcomes, working with external evaluation partners and internally as needed.
- **Facilitate internal learning** to support the documentation of lessons learned and the synthesis of considerations for future organizational approaches.
- **Support partnership strategy development** with organizations aligned to mission and transformation of higher education.



## Qualifications

- Bachelor's degree with 2-5 years of related professional experience preferred.
- Professional experience in a higher education setting, or similar context, and an understanding of Latino students strongly preferred.
- Experience managing complex projects, with a focus on cross-team collaborations.
- Professional communication and relational skills. Able to interact with institutional stakeholders at all levels, recognize their perspectives, and understand how to be a resource to them.
- Exposure to research and program evaluation efforts; direct experience is preferred.
- Strong presentation, writing, design, and organizational skills.
- Proficiency with technology, particularly Mac computers, Microsoft products, and related tools. Familiarity with Asana a plus.
- Team and results oriented, professional, and high standards of excellence in all deliverables. Able to work both independently and collaboratively.
- Flexible. Open to learning and growing in new ways.

## Attributes

- Committed to the organization. With a solid understanding of *Excelencia's* history as your foundation, you are willing to learn and support our vision to advance the work, committed to service and the work.
- Continuous learner. Our work is evolving and the context in which we work is dynamic. You are a continuous learner and ask questions to confirm your understanding of *Excelencia's* strategies. You are also able to identify salient points and use them to enhance the overall work of the organization.
- Collaborative. You will be working with a wide range of external stakeholders and internally across the organization. This requires a flexible style that both complements the efforts and supports the needs of others.
- Persistent and results oriented. You can formalize plans and carry them through to achieve goals. You give strong attention to timely follow-up and follow-through in all activities.
- Communicator. Your communication skills are key to effectively serving *Excelencia's* mission. You have a deep understanding of the *Excelencia* voice, positions, and body of research and can embody this voice and apply this understanding to all communications.
- Flexible. You are comfortable working in a fluid environment and can adjust in both day-to-day and larger-scale activities based on new information and situations.
- Client/customer oriented. Internal and external stakeholders respect you for your knowledge and abilities and find you both approachable and responsive.

## What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide-sweeping movement to accelerate Latino student success in higher education through institutional transformation, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- Impact. This is a pivotal time in our development, and you will play an active role in supporting a process to enable more higher education institutions to intentionally accelerate Latino student success.



- **Growth.** This position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to build the impact of this initiative and strengthen the organization.
- **Compensation.** We offer a hybrid work model and a competitive compensation plan that includes medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year's; and a retirement plan with employer contribution.

### **To Apply**

Email [talent@edexcelencia.org](mailto:talent@edexcelencia.org), referencing the position of “Strategic Partnerships Manager” in the subject line. Include the following items: (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, and (3) names and contact information for at least 3 professional references, at least one of them a past or current supervisor.

The budgeted salary range for this position is \$65,000 – \$85,000.