



Program Manager (hybrid schedule)

For nearly 18 years, [Excelencia in Education](#) 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 one of the program managers for [Examples of Excelencia](#), you will support the advancement of institutional transformation to more intentionally serve Latino students by identifying and promoting evidence-based practices and institutional leadership that improve Latino students' success. Reporting to and working closely with the Vice President for Programs, you will be an integral member of the Institutional Programs team, working to support program practitioners with technical assistance designed to support and reinforce their institutional capacity, beyond enrollment, empowering institutions where Latinos thrive. The team also manages the [Growing What Works Database](#); born of the work done through Examples of *Excelencia*, it is the only national dataset looking at evidence-based practices for Latino students.

In collaboration with a peer manager, you will lead the entire year-long [awards cycle](#) for the Examples of *Excelencia*, from nomination to recognition across four program levels (associate, baccalaureate, and graduate levels; and community-based organizations). In 2021, Examples of *Excelencia* received 145 program submissions representing 25 states and Puerto Rico. Of these 145 submissions, 21 programs were recognized as 2021 Examples of *Excelencia* finalists.

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

- **Manage the implementation and enhancement of Examples of *Excelencia* on an annual basis.** Examples of *Excelencia* is the only national data-driven initiative recognizing evidence-based programs increasing Latino student success in higher education.
- **Serve as liaison for programs and practitioners that implement strategies for Latino student success.** This includes coordinating events for programs based on a good understanding of all programs in the Growing What Works Database and Examples network.
- **Engage with *Excelencia's* network of affiliates and constituents to support change in practice and strategies.** This includes providing interactions and resources that show a solid understanding of how institutions function and the role of key stakeholder groups.

Qualifications

- Professional communication and relational skills. Able to interact with institutional



stakeholders at all levels, graciously recognize their perspectives, and understand how to be a resource to them.

- Team and results-oriented, professional, and committed to high standards of excellence in all deliverables. Able to work both independently and collaboratively.
- Proficiency with technology, particularly Mac computers, Microsoft products, and related tools. Familiarity with any CRM platform, Asana, or other project management software is a plus.
- Associate degree required. Bachelor's degree or 3-5 years of related professional experience preferred.
- At least 2 years of experience managing programs and staff.
- Professional experience in a higher education setting, or similar context, and an understanding of Latino students are strongly preferred.

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. As a member of the Programs team, you



will play an active role in supporting a process to enable more higher education institutions to accelerate Latino student success more intentionally.

- Growth. This Program Manager 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

Simply email your resume to Lilly Khan at resumes@staffingadvisors.com with "**Excelencia – Program Manager #2022-2725**" as the email subject. Please include your resume as a Word or PDF attachment to the email and paste your cover letter into the body of your email.

Internally this position title is Institutional Practices Manager.

Please note: our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended an evidence-based approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history. You can learn more about our actions on our blog.