



## Institutional Practices Manager

As the program lead 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 improves Latino students' success. Reporting to and working closely with the Vice President for Programs, you will be an integral member of the Programs team, working with colleagues to support program practitioners with technical assistance that supports and reinforces their institutional capacity, beyond enrollment, empowering institutions where Latinos thrive. Our [Growing What Works Database](#) is the only national data set looking at evidence-based practices for Latino students.

You will serve as the point of contact and will lead the entire year-long [awards cycle](#), from nomination to recognition for four program categories (associate, baccalaureate and graduate levels, and community-based organizations). In 2020, Examples of *Excelencia* received 112 program submissions representing 24 states, the District of Columbia, and Puerto Rico. Of these 112 programs, 20 programs were recognized as 2020 Examples of *Excelencia* finalists. Additionally, 17 programs were recognized as Programs to Watch—innovative, up-and-coming programs that have already made some positive impact on the success of their Latino students.

[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.
- **Manage the portfolio of work, collaborate with other staff, and provide oversight for the Institutional Practices staff and consultants.** This includes managing work and deliverables of consultants for the portfolio as well as supervising other staff.
- **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

- Associate degree required. Bachelor's degree or 2-5 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 strongly preferred.

- Proficiency with technology, particularly Mac computers, Microsoft products, and related tools. Familiarity with Asana a plus.

### Attributes

- Commitment to the organization. With a solid understanding of *Excelencia's* history as your foundation, be willing to learn and support our vision to advance the work. Commit to service and the work.
- Continuous learning. Our work is evolving and the context in which we work is dynamic. Be a continuous learner. Asking questions to confirm your understanding of *Excelencia's* strategies is important to becoming an effective part of *Excelencia's* team. Be able to identify salient points and use them to enhance the overall work of the organization.
- Collaboration. We expect all staff to be team players to meet organizational needs and serve the mission. That means being team-focused, but self-motivated, and comfortable with sometimes leading and other times following.
- Persistent and results oriented. Be able to formalize plans and carry them through to achieve goals. Give strong attention to timely follow-up and follow-through in all activities.
- Communication. Communication is key to effectively serving *Excelencia's* mission. Gain a deep understanding of the *Excelencia* voice, positions, and body of research. Then embody this voice and apply this understanding to all communications.

### 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 more intentionally accelerate Latino student success.
- 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 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 Aileen Hedden at [resumes@staffingadvisors.com](mailto:resumes@staffingadvisors.com) with "**Excelencia – Program Manager #2021-2639**" as the email subject. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

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

[www.edexcelencia.org](http://www.edexcelencia.org)



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.