Program Manager – Institutional Practices (Hybrid)

Excelencia in Education’s Growing What Works Database was developed from the Examples of Excelencia program and is the nation’s only online directory of evidence-based practices that accelerate Latino students’ success in higher education. At Excelencia, you will be an integral member of the Institutional Programs team, joining a movement to enable higher education institutions to accelerate Latino student success by promoting Latino student achievement, conducting analyses to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to close the equity gap in Latino college completion.

Reporting to and working closely with the Vice President for Institutional Programs, you will manage Growing What Works by promoting and connecting programs shown to work for Latino students to help scale or replicate these evidence-based practices in institutions across the US. You will develop and implement a process to review and assess off-cycle program submissions, evaluate the impact of program efforts, design methods for consistent and accurate data collection, and own all aspects of maintaining and updating content for the 200 (and growing) programs in the database.

Additionally, you will curate content from the database to support compelling storytelling by our communications team to further increase program visibility. Your work will amplify Excelencia’s impact by ensuring practitioners, institutional leaders, funders, and policymakers can easily access practices proven to accelerate Latino students’ success and support institutional transformation.

A Snapshot of the Work You’ll Do

- The Growing What Works Database houses just over 200 programs; we aim to increase that number to 400 by 2026. As part of that growth, you will develop a process to review and assess programs among the Excelencia network to determine inclusion in the database based on consistent and fair analysis of metrics.

- Through developing deep familiarity with programs in the database, you will identify trends, patterns, and insights that can be used to create narratives about Latino student success. This will help our communications team uncover and share stories of Excelencia’s impact.

- You will develop a system and process to routinely engage practitioners and program managers to provide updates on programs in the web-based database. Attention to detail and proficiency with HTML editors is critical to ensure that page content is accurate and consistent with our brand.

- Provide support to practitioners and program managers at institutions to build capacity for institutional transformation through successful and sustainable programs. This includes researching and providing prompt and thoughtful responses to requests for information or assistance; ongoing communication with partners via various channels to support their activities and goals; and documenting and sharing learnings and exemplary practices from the field.

Work Environment, Salary, and Benefits
You’ll enjoy a flexible work environment, collaborating twice a week in our Washington, DC office and working from your home office three days a week.

The budgeted salary range for this role is $70K - 80K annually, with a comprehensive benefits package including medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year’s; a retirement plan with employer contribution, tuition reimbursement, and support for professional development.

You will join a high-performing team, passionate about accelerating Latino student success in higher-education by supporting transformational change at institutions to SERVE (not just enroll) Latino students. Your colleagues are eager to offer help, figure things out together, celebrate our wins, and reflect on our processes.

**Responsibilities**

- Manage the Growing What Works Database through system strategies, digital innovation, and updates through direct dialogue with programs.
- Working with your colleagues on the Institutional Programs team, support the Examples of Excelencia process annually by reviewing and editing program profiles for public engagement.
- Serve as liaison for programs and practitioners implementing strategies for Latino student success. This includes coordinating communication efforts based on a good understanding of programs in the Growing What Works Database and Examples portfolio.
- Engage with Excelencia’s network of affiliates and constituents to support change in practice and strategies. This includes interactions and sharing resources with a solid understanding of how programs function and the role of key stakeholder groups.

**Qualifications**

- 4 to 6 years of program management experience, preferably in education or a nonprofit, overseeing data collection and analysis, developing and updating resources, assessing impact, creating and improving operating processes, and providing technical assistance.
- Proficiency with technology, particularly Mac computers, Microsoft products, and web-based software required. Familiarity with Asana or other project management software and basic HTML knowledge is a plus.
- Demonstrated professional communication skills to interact with institutional stakeholders at all levels confidently, graciously recognize their perspectives, and understand how to be a resource to them.

**About Us**

Launched in 2004 in the nation’s capital, Excelencia in Education accelerates Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform educational policies, and advancing institutional practices while collaborating with those
committed and ready to close the equity gap in Latino college completion. Invoking a unique confianza approach, we function 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. Excelencia is a growing, fast-paced nonprofit organization with a dynamic team deeply committed to its mission and community. We are building a powerful and wide-sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy’s need for a highly educated workforce and civic leadership.

To Apply

We encourage you to apply even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Simply email your resume to Lilly Khan at resumes@staffingadvisors.com with “Excelencia – Program Manager #2023-2772 CW” as the subject of the email.

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended a competency-driven 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.