



Institutional Engagement Director (remote or hybrid)

Launched in 2004 in the nation's capital, *Excelencia* in Education leads a national network of results-oriented educators and policymakers to tap the talents of the Latino community and address the U.S. economy's needs for a highly educated workforce and engaged civic leaders. With this network, *Excelencia* accelerates Latino student success in higher education by promoting Latino student achievement, informing educational policies with a Latino lens, and advancing evidence-based practices.

The Institutional Engagement Director is responsible for supporting the oversight of the planning, recruiting, engaging and maintaining institutional affiliates in the network. Reporting to and working closely with the Vice President of Institutional Engagement, the Director will manage two to three staff members and oversee day-to-day operations of the Institutional Engagement Portfolio. In addition, the Director will ensure the portfolio operates smoothly and efficiently while managing staff resources and responsibilities to provide the most value as we continue to grow. The Director will work across the organization, collaborating with your peer directors to support cross-functional team dynamics.

Excelencia is a fast-paced and quickly evolving nonprofit organization with a knowledgeable and passionate team deeply committed to its mission and community. We are seeking a results-oriented and collaborative program director with experience in staff leadership and process improvement to build on our strong foundation and advance the mission of accelerating Latino student success in higher education.

Responsibilities

- **Strengthen constituent engagement, policy, and initiatives.** Help shape the thinking and direction of the Institutional Engagement portfolio. Spur innovation in each area. Work closely with colleagues across the organization to achieve results. Support and inform events and related planning. Ensure all deliverables, from publications to activities to events, follow appropriate timelines and adhere to high standards of quality.
 - **Assist with the development and implementation of outreach strategies.** Identify and implement strategies to expand the network including the development of Institutional Engagement reports and manual of programming and plans to support the network.
 - **Manage day to day operations of the IE portfolio.** Work as an active member of the Institutional Engagement team to plan, coordinate and execute the goals and strategies of the IE portfolio to grow the number of institutions in the network and maintain a high year-to-year retention rate. Work closely with the team, senior leadership, communications and programmatic colleagues, and others to support the overall work of the organization.



- **Manage and support the development and growth of a peer-to-peer network of institutions.** Work collaboratively with relevant *Excelencia* colleagues to develop engagement efforts with additional tools and resources that will support peer to peer engagement.
- **Promote organizational culture and communication.** Contribute to and support coordination and communication across the organization. Create space for discussion, learning, and divergent views. Bridge gaps between stakeholders. Help build and reinforce a strong culture of rigor, innovation, transparency, and positive engagement.
 - **Facilitate teams.** Support collaboration across teams. Leverage tools, structures, and resources to ensure each team and/or individual can meet and exceed their goals. Collaborate with peer directors to coordinate projects across the organization. Offer thought leadership and support in the design of advocacy strategies.
 - **Guide staff development.** Lead, coach, and supervise staff for continuous improvement. Execute Develop aligned performance management systems and strategies. Create an environment that is supportive and accountable.
- **Enhance external efforts.** Assist with external partnerships. Support relationships with funders help oversee grants and grant reports and supporters of our work. Facilitate efforts with external partners such as Intermediaries for Scale project.
 - **Support the annual enrollment and renewal cycle.** Assist with the planning and implementation of institutions enrolling in the Presidents for Latino Student Success network and annual renewal cycle. Document the process, update the portfolio manual with approved language and timeline.
 - **Oversee engagement of affiliates in the network.** Support policy convenings and other engagement opportunities. Track institutional participation to inform targeted engagement strategies. Assist with the coordination of the onboarding of institutional teams for new institutions.

Qualifications

- Master's degree is preferred.
- 8 to 10 years of experience working in higher education.
- Previous leadership experience and responsibilities leading and managing programs or projects.
- Experience with supervising and managing a team.



- Experience with affiliate outreach, recruitment and engagement.
- Professional communication and relational skills. Able to interact with institutional stakeholders at all levels, recognize their perspective, and how to be a resource to them.
- Deep understanding of higher education and the Latino student experience. Familiarity with the role of data, practice, and leadership in impacting change is preferred.
- Experience in providing professional development or supporting organizational or programmatic improvement, particularly within higher education.
- Proficiency with technology, including iMac, Google, Microsoft, and related tools.
- 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

Excelencia seeks an individual with the following attributes, which will also be considered in evaluating the performance of the person hired for this position:

- Commitment to the organization. By understanding *Excelencia's* history, relationships, and the ways we built the organization, we are better prepared to support *Excelencia's* growth and increase our impact. Be willing to learn and support our vision and help us advance the work.
- Continuous learning. Our work is evolving and the context in which we work is dynamic. Be humble before the work. Be curious. Be a continuous learner. Gain a deep understanding of the *Excelencia* voice, positions, and body of research, and its projects and funding streams. Embody this voice and apply this understanding to all your work.
- Collaboration. We expect all staff to be team players to meet organizational needs and serve the mission. That means being team-focused but internally motivated. Sometimes it means leading and other times it means following.
- Respect for others. We function as a team with interrelated deadlines and priorities, so be respectful of others time and workloads as you effectively manage your own.
- Reliability and consistency. Set deadlines for yourself based on your best estimate for producing quality products and completion. Strive to meet your deadlines even if it requires putting in extra time and effort. Should you need to change a deadline, communicate revised schedules to those involved.



- Communication. Communication is key to effectively serving *Excelencia's* mission. Asking questions to confirm your understanding of *Excelencia's* strategies is important to becoming an effective *Excelencia* staff member.
- Persistence and structure. 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.

To Apply

Simply email your resume to Jennifer Gomez-Chavez at jgomez-chavez@edexcelencia.org with “*Excelencia* – Director for Institutional Engagement” as the email subject. Please include your resume as a PDF attachment to the email and paste your cover letter in the body of your email.

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, which in turn addresses the U.S. economy’s need for a highly educated workforce and civic leadership.
- This is a pivotal time in our development. As a key member of the *Excelencia* team, you will play an active role in supporting the process to enable more programs and institutions to more intentionally serve Latino and other post-traditional students.
- 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 shape the future of the organization.