



## Constituency Engagement Manager

**Excelencia in Education.** 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. *Excelencia* is building a network of results-oriented educators and policymakers to address the U.S. economy's need for a highly educated workforce and engaged civic leadership. *Excelencia* is a growing, fast-paced nonprofit organization with a small and dynamic team deeply committed to its mission. Staff work in teams focused on research and policy, programmatic areas with institutions, and operational areas.

**Constituency Engagement.** This team implements *Excelencia* in Action (E-Action), which is the network of common cause sharing and learning about research, practice, and leadership to accelerate Latino student success. The E-Action network consists of Presidents for Latino Student Success, Programs for Latino Student Success, and additional individual affiliates. The portfolio is a critical component of the *Excelencia* strategy to meet its mission.

**This position.** The Constituency Engagement Manager is one of two professionals that work directly with higher education institutional stakeholders, such as administrators, faculty, and staff to facilitate their connection with *Excelencia*, support their efforts to better serve Latino students, and foster greater awareness of relevant practices and research that will enhance their efforts. The Constituency Engagement team works directly with the organization's leadership and collaboratively with other teams across the organization.

### Responsibilities

- **Affiliate Relationships:** Develop and nurture relationships with affiliate leaders and programs. Serve as their primary point of contact and manage communication. Identify and address affiliate needs, priorities and requests. Capture, share, and utilize learning from across the network. Manage and grow affiliate enrollment, onboarding, and renewal. Implement strategies to meet enrollment and renewal targets. Ensure affiliate profiles remain up to date.
- **Engagement and Momentum:** Develop methods to promote greater integration and momentum among affiliates. Strengthen engagement through programming – webinars, institutes, etc. Develop, plan, and present at related events. Coordinate with other teams on programming and technical assistance.
- **Communications:** Strengthen and grow affiliate engagement through communications –E-Action newsletter, collateral, affiliate community, etc. Identify and employ new tools and means to enhance communication.
- **Project Management and Evaluation:** Create and manage team and individual annual work plans. Develop protocols and workplans for specific projects. Ensure



timely and quality deliverables for all efforts. Conduct ongoing assessment of all strategies and tactics. Analyze progress, success, efficiency, and productivity. Identify areas for improvement and modification.

- **External and Internal Relationships:** Manage and grow external relationships with organizational partners beyond the affiliates. Serve as a representative for *Excelencia* with stakeholders. Work closely internally with senior executives on strategy and coordination of the portfolio. Work collaboratively with other colleagues to support the work across the organization.
- **Strategy and Innovation:** Enhance the potential of the portfolio through ideas that expand, modify, and improve the suite of services. Participate in annual strategic planning to accelerate growth and improve outcomes.

### Attributes

- Well-versed in higher education. Solid understanding of how institutions function, the role of key stakeholder groups, and what is needed to effect change in practice and behaviors. Able to apply a practitioner lens to the work and consider scale.
- Latino perspective. Able to apply a Latino lens to practice and identify implications and opportunities to better serve Latino students.
- Inquisitive and strategic. Eager to develop knowledge of *Excelencia's* body of work and research. Able to apply it to the portfolio. Eager to capture and synthesize learning from the network. Able to identify salient points to enhance the overall work of the organization.
- Engaging and inclusive connector. Energized by networking, interacting, and forging new connections. A good partner who finds relevant points of affinity within the network and *Excelencia*.
- Persistent and structured. Able to formalize plans and carry them through to achieve goals. Strong attention to timely follow up and follow through in all activities.
- Collaborative. Team focused, yet internally motivated. Good listener and committed to results.

### Qualifications

- A minimum of a Bachelor's degree, with master's degree preferred.
- At least three years of higher education, advocacy, community-building or related experience.
- Excellent verbal and written communication skills. Demonstrated ability to communicate effectively with supervisor, staff, and others.
- Strong computer skills, especially with Mac computers. Proficiency with database software and using technology and systems to maximize efficiencies with tasks.



### 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 executive leadership team, you will play an active role in supporting the future success of *Excelencia*, improving our processes and ensuring we are set up for success in every area. If you find a better way, we want to know.
- 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.
- We offer a competitive compensation plan that includes medical, vision, and dental insurance; life insurance; tuition benefits; paid leave, sick time, and holidays; 403(b) plan; and more.

The position is full-time, exempt, based in Washington, DC, and offers excellent benefits. Salary based on qualifications and experience.

### To Apply

Please reference the position of Constituency Engagement Manager in the subject line and send (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, (3) your salary history and requirements, and (4) names and contact information for at least 3 professional references, at least one of them a past or current supervisor, to [JOBS@EdExcelencia.org](mailto:JOBS@EdExcelencia.org).