



Vice President of Programs

Reporting directly to the CEO at [Excelencia in Education](#), you will provide critical internal support, management, and coordination as we launch a bold, new strategic initiative to address the challenges Latino students face in higher education. You will coordinate across 10 staff members in existing teams currently led by the president and CEO and you will collaborate with operational colleagues to infuse structures and processes that enable all staff to thrive and collectively accelerate the organization's efforts. This is a new role, which will grow over time in terms of scope and overall contribution to the strategic direction and growth of the organization, starting immediately with the primary responsibilities listed below and expanding over time into the anticipated additional responsibilities.

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 improve Latino college completion. *Excelencia* works with 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.

We recently launched the Seal of *Excelencia*, a voluntary certification program designed to foster institutional transformation to better serve Latino students, significantly increase Latino student completion, and close equity gaps. The Seal is envisioned to create an incentive in the higher education market for improving Latino student success. Colleges and universities earn the Seal of *Excelencia* once they demonstrate intentionality in their efforts to serve Latino students and consistent Latino academic achievement.

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. Programmatic teams are organized around constituency engagement—the E-Action Network with institutional leaders and programs; *Examples of Excelencia*—the only national effort to identify and promote evidence-based institutional practices through an annual award and database of programs; and the Seal of *Excelencia*, which supports institutions through technical assistance to pursue the Seal certification. Operational areas include the communications team and administrative staff.

Responsibilities

- **Strengthen programs, policy, and events.** Help shape the thinking and direction for each of the program teams. 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.
- **Facilitate teams.** Develop and enhance each team's internal coordination, planning, and delivery. Support collaboration across teams. Provide tools, guidance, structures, and resources to ensure each team and individual is able to meet and exceed their goals.



Ensure coordination of projects across the organization. Offer thought leadership and support in the design of program strategies.

- **Inform strategic direction.** Serve as a key member of the executive team, alongside the president, CEO, and vice president of finance and operations. Contribute to the strategic planning for the organization. Work jointly on initiatives and organizational plans, operating as a brain trust for problem-solving and acceleration efforts.
- **Promote organizational culture and communication.** Ensure smooth communication and coordination across the organization. Develop a system for internal team communication. 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.
- **Guide staff development.** Lead, coach, and supervise staff for continuous improvement. Provide forums for individual and collective professional development through training, events, and retreats. Develop aligned performance management systems and strategies. Create an environment that is supportive and accountable.
- **Enhance external efforts.** Assist with external partnerships. Serve as a representative for *Excelencia's* work and role in the field with all stakeholders.

Qualifications

- Bachelor's degree; advanced degree is preferred.
- Minimum of 6 years of management, programmatic, and policy experience in a nonprofit, capacity-building organization.
- Solid understanding of and experience in the higher education policy and practice preferred.
- Demonstrated experience with community-based programs.

Attributes

- Good partner. You know how to build trust, credibility, and goodwill both internally and externally. You have a firm, fair, and flexible style that both complements the efforts and supports the needs of others.
- Great listener. You take the time to learn what's valuable and important to others. You confidently engage with all stakeholders to define needs and expectations.
- Results-driven. You see the big picture and the details, monitor your key performance metrics, and take the action necessary to produce results. You enjoy tackling problems and are considered a "chief problem solver," able to manage ad hoc issues that arise and develop and implement long-term smart solutions.
- Strong business acumen. You set priorities wisely. You know how to translate strategy into action. You have successfully structured programs to meet organizational needs.
- Service-driven. You are self-confident and assertive, approachable, and responsive. You understand and can easily speak to the needs of the mission and the direction of the



organization. You are mission-driven and committed to equity and improved outcomes.

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 newly-created 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.

To Apply

Simply email your resume to Aileen Hedden at resumes@staffingadvisors.com with "**Excelencia in Education – VP of Programs / 2019 -2513 CW**" as the subject of the email.

Staffing Advisors has been engaged to find the right candidate and is committed to helping create a diverse work environment for our client. 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.