

POSITION DESCRIPTION

JOB TITLE:	Deputy Director, Programs	STATUS:	Exempt
REPORTS TO:	Director, Programs	HOURS:	Full Time
DATE:	January 2019	DEPT:	Educate Texas

Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

Educate Texas Mission

Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

Summary

The Deputy Director, Programs is responsible for the implementation and support of educational programs undertaken by Educate Texas, specifically for the Texas College Access Network (TxCAN). TxCAN connects and supports college access initiatives across Texas, with the goal of increasing access to college and certificate programs. Through TxCAN, institutions of higher education, school districts, non-profit, and for-profit college access providers, state agencies, counselors and others have greater opportunities to work together in furthering a common mission of greater student postsecondary access and success.

The Position is based in Dallas, Texas. Candidates must be willing to travel overnight (both in/out of state) up to 30 percent of the time.

Key Responsibilities

- Monitor, analyze, document, and report on the growth and performance of the program
- Coordinate, manage, and support regional and statewide convenings across the state
- Develop and maintain effective working relationships within the organization and with partner organizations
- Manage and synthesize feedback from partners and stakeholders
- Manage current member relationships through regular communication and support
- Identify and vet potential member organizations
- Develop and draft member newsletter and annual marketing plan in coordination with Director and marketing department
- Develop presentations for convenings and presentations
- Support funder relations with Development Team as needed including management of sub-grants and preparation of grant reporting and funder communications
- Participate in the assessment and evaluation of program components, organizational capacity, and results

Organizational Responsibilities

- Manage and perform day-to-day activities for your area
- Implement strategy developed by supervisors and Educate Texas Leadership and contribute to discussions regarding long-term strategy

- Support budget oversight and maintenance, fundraising efforts, and communication pieces for your area
- Manage and develop individual team members as needed

Qualifications

- Bachelor degree in education, public policy, business, applied social sciences, psychology, or related field
 - Masters or higher preferred
- 5+ years of project management experience with significant team and/or client management responsibility
- Knowledge of secondary and post-secondary education and its infrastructure and regulations in Texas preferred
- Experience with analyzing data and applying it to continuous learning

Skills & Requirements

- Ability to clearly articulate the mission and vision of the project
- Strong project management skills
- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects at the same time
- Strong interpersonal skills and ability to work collaboratively in a team
- Excellent communicator capable of presenting initiatives effectively to partners, participants, and the public
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- Excellent problem-solving skills
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send your cover letter, resume, and salary requirements to: careers@cftexas.org.