

Position Announcement
Gateway to College National Network
Senior Director – Innovation & Network Support

Gateway to College National Network (GtCNN) is a fast-growing education nonprofit organization with partner programs in 16 states. The National Network is replicating the Gateway to College model and a new program called Project DEgree with support from national foundations including the Bill & Melinda Gates Foundation, the Wal-Mart Foundation, the Foundation to Promote Open Society, Carnegie Corporation of New York, and The Kresge Foundation. Gateway to College was founded at Portland Community College and now operates at 27 colleges partnering with over 115 school districts. Rapid growth is expected to continue. More information about Gateway to College is available at: www.gatewaytocollege.org

This is a new position designed to reduce the workload of the Executive Director by supervising 11 staff who manage the network partner support and evaluation work of the organization. The successful candidate will be part of the senior leadership team, collaborating with the Sr. Director of Finance & Administration and the Executive Director in support of a multi-million-dollar budget and ambitious goals for continuous improvement. It is a full-time, salaried position located in Portland, OR.

Duties:

- With the Executive Director, support the national network of Gateway to College partner sites including executing Network Membership Agreements
- Represent the organization in high-level conversations and correspondence related to partnership development and problem solving—especially with college presidents, school district superintendents, evaluators, and funders
- Assist the Executive Director and Sr. Director of Finance & Administration with planning activities associated with internal staffing, facilities, budgeting, work flow, and prioritization for meeting grant timelines
- Provide leadership on key education initiatives related to pedagogy, curriculum development, student support, and reducing the achievement gap for at-risk and underrepresented youth
- Provide direction to teams responsible for innovation projects and replication projects to support alignment with the GtCNN vision and to ensure projects are completed on time and within budget
- Support all supervised staff with an emphasis on mentoring, career growth, and effective teaming
- Review research and evaluation results and oversee team-developed strategies for model development and continuous improvement
- Work with Executive Director and management team to develop clear and compelling presentations for a variety of national audiences (funders, policymakers, education leaders)
- Participate in hiring, compensation decisions, and other HR-related activities for staff within the site support team, in partnership with the Executive Director and Human Resources Director
- Represent GtCNN at professional conferences, and outreach and fundraising events
- Other duties as assigned

Accountabilities:

- A strong culture of collaboration, customer service, and excellence within the site support and evaluation teams
- Effective, sustainable relationships with network partners
- A proactive, entrepreneurial approach to program improvement
- Steady growth in program results

Supervision & Reporting:

- Supervises directors, managers, and assistants
- Reports to the Executive Director

Requirements:

- Master's Degree in Education, Education Leadership, Curriculum Development, Public Administration, or a related field required; PhD or EdD preferred
- Minimum of ten years of relevant experience managing budgets, with demonstrated responsibility for programmatic outcomes
- Significant supervisory experience
- Excellent oral and written communication in an environment requiring diplomacy and good judgment
- Ability to work collaboratively in a fast-paced and diverse team environment
- Ability and willingness to travel

The starting salary range is \$70,000 - \$90,000 per year. Compensation includes a comprehensive benefits and vacation package. Gateway to College National Network is an equal opportunity employer.

TO APPLY:

Please email a cover letter, resume, and completed supplemental questions to awilkins@gatewaytocollege.org by March 18, 2010 for best consideration.

REQUIRED supplemental questions. Submit your answers with your cover letter and resume.

1. Gateway to College National Network is an entrepreneurial organization with a strong culture of collaboration and innovation. The person in this position will support a highly dedicated professional staff engaged in cross-functional teaming. What is your leadership style? Describe how your experience as a leader would support a fast-growing, non-hierarchical organization. How would you approach providing supervisory support to a group of experienced managers and directors who have successfully built this organization?
2. Gateway to College National Network supports partnerships between school districts and colleges in the form of either college-based contracted programs or charter schools. Replicating education programs in many different settings requires a strong understanding of education policy and funding, institutional operations, instructional practice, and student support strategies. Briefly summarize how your career to date has prepared you to provide leadership across this broad spectrum. What evidence can you provide of your success?
3. Inter-institutional partnerships, especially those with a fiscal commitment, can be delicate. When college and school district leaders are subject to multiple political and budgetary pressures, it can be difficult to maintain support for new programs and partnerships. Describe your experience leading complex negotiations in an education setting. Provide examples of the kinds of problem solving experience you would bring to this position.
4. Describe your experience working with non-profits. If you have not previously worked for a non-profit, why do you want to make a change? Help us learn more about what attracted you to apply for this specific position and organization.