

# Strong Start to Finish: Associate Director

STATUS: EXEMPT

## Who You Are

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An Associate Director for the Strong Start to Finish project at Education Commission of the States leads staff and projects to meet the project's mission and goals. The Associate Director focuses significantly on staff management and team building efforts. The person hired for this role also leads select aspects of the work. This position reports to the Director of SStF.

## Who We Are

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[Strong Start to Finish \(SStF\)](#) is a network of higher education leaders and philanthropists, working together to address inequities in education. We address injustices in higher education by ensuring that every student is set up to pass credit-earning courses in English and math in their first year of college. By doing this, we aim to reform traditional developmental education (DE) practices which can be a barrier for student success. We are committed to the success of every student in college and place a particular focus on students who are racially minoritized, poverty affected and adults returning to college.

SStF works with higher education systems (sites) and national organizations that are committed to advancing developmental education reforms. In addition to supporting systems and institutions to adopt and implement these reforms, we have funded research projects that address reform efforts and developed new resources (e.g., original research, best practice reports, implementation toolkits, etc.) for the field at-large and deliver technical assistance services to institutions in the SStF Network. SStF is based at Education Commission of the States.

[Education Commission of the States](#) partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for six consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

## Essential Duties and Responsibilities

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### Manage Team and Serve as SStF Ambassador

- Lead as ambassador for SStF within ECS, serving as a liaison on learning emerging from SStF sites and research.
- Provide direct supervision for 3-4 staff members by establishing annual objectives, providing coaching, and conducting performance evaluations.
- Collaborate with SStF team to fulfill on project's aligned goals and objectives.

### Engage in Strategic Planning

- Collaborate with Director to lead implementation of strategic vision for SStF.
- Serve as co-lead and problem solver with the Director to foster continued interaction and management of SStF's funders and ensure their needs are aligned with the project's mission.
- Ensure program implementation is aligned with stated project goals and work.

### Engage with Funders & Advisory Board

- Collaborate with Director to ensure SStF funder goals and objectives align with project and are effectively implemented.
- Attend and participate in funder-sponsored meetings to ensure project alignment and successful implementation.
- Engage with Advisory Board to integrate project planning and implementation.

### Coordinate SStF's Policy Component

- Lead collaboration with ECS and SStF staff to track landscape for DE reform and publish policy trends; coauthor policy briefs.

### Engage in SStF/ECS Team Activities

- In collaboration with Director, plan convenings and team retreats.
- Lead regular staff meetings.
- Perform other ECS and SStF duties as required (e.g., attend ECS-wide meetings and convenings, provide input on funding proposals, etc.).

## Required Skills and Qualifications

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- Bachelor's degree.
- Demonstrated content knowledge of levers for change and challenges regarding implementation of DE and its reforms.
- Demonstrated commitment to racial and socioeconomic equity in higher education in alignment with SStF's mission.
- 5+ years providing direct supervision for staff's growth and their development plans.
- 5+ years of public policy, educational leadership, and or network management experience.

- Excellent oral and written communication, management skills, and teamwork capabilities.
- Proficient in use of digital software and technology, including teleconferencing platforms, and Microsoft Office.

## Compensation and Benefits

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Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. Salary for this position begins at \$100K.

## Applying for the Position

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Please prepare a resume and cover letter. In your cover letter, please be sure to address: (1) What is your understanding of racial inequities and socioeconomic inequities in higher education? and (2) How have you addressed racial inequities and/or socioeconomic inequities in your prior work?

Email these documents to Kate Haggerty/[khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Associate Director" in the subject line.

Research suggests that racially minoritized individuals and women may self-select out of opportunities if they don't meet all job requirements. We encourage individuals who believe they have the skills necessary to excel at Strong Start to Finish/ Education Commission of the States to apply for this role.

**All applications must be received by close of business Friday, August 26, 2022.**

***Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.***