

Job Description – College Prep Institute Director

Department	College Prep Institute
Job Title	College Prep Institute Director
Reports to	President

Travel Required <input checked="" type="checkbox"/> Local	Type of position: <input checked="" type="checkbox"/> Full-time	40 hours per week <input checked="" type="checkbox"/> Exempt
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GENERAL POSITION DESCRIPTION

Serves as a strategist and a leader guiding the College Prep Institute in the planning, execution and delivery of preeminent college readiness programs and services, while also implementing its vision, mission and long term goals. Ensures that CPI is moving towards fulfilling its short-term and long-term objectives and makes adjustments based on analysis of progress. Provides overall direction and management of all programs, services and activities of CPI. Plans and coordinates College Prep Conference and College Fair in conjunction with CLD leaders, and higher education partners and event sponsors. Ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of administration, communications, and systems. Recommends timelines and resources needed to achieve the strategic goals.

ROLES & RESPONSIBILITIES

- Supervises trains and evaluates program coordinators, counselors, and tutors. Assists in supervision of program assistants. Guides and directs the activities of CPI Assistant Director and CPI Assistant.
- Communicates and maintains relationships with stakeholders, Board, education partners. Develops and maintains partnerships with colleges and universities.
- In collaboration with Development Department, reviews, provides information for and monitors grants proposals and reports affecting CPI programs and/or services. Provides information as requested.
- In collaboration with higher education and other sponsors, CLD staff and volunteers, manages College Prep Conference speakers, content, and outcomes. Assures collection, recording and analysis of Conference attendees and impact. Manages College Fair portion of CPC
- Provides overall management for technical operations within CPI
- Writes, or oversees and approves all CPI external communications with the goal of consistent messaging regarding CPI objectives and goals.
- Presents CPI progress reports and program summaries to Board & grantors
- Delivers presentations at area schools, churches and other community organizations for the purpose of informing the community about CLD.
- Acts as the public speaker and public relations representative of CPI in ways that strengthen its profile. Oversees development of print & electronic publications, CPI web page
- Develops and facilitates workshops, information sessions & other activities to inform students and parents about post-secondary education, especially for African American youth
- Identifies and coordinates appropriate community resources and facilitating community partnerships in support of students

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at gbradford@cldinc.org.
 No phone calls please.

Job Description – College Prep Institute Director

- Assists in preparation of annual CLD budget, and CPI revenues and expenses. Oversees the CPI's financial performance, relating to the budget.
- Works cooperatively with Program Coordinators in ensuring delivery of college prep information to participants in CLD courses outside of CPI
- Ensures CPI benchmarks are systematically implemented, maintained & reported
- Remains aware of current issues re: post-secondary education & college access communicates this info to CPI staff & volunteers. Remains aware of city, regional, and national initiatives that impact CPI and communicates this knowledge to CPI/CLD staff and volunteers.
- Participates in professional activities that promote educational opportunities for minority students and families.
- Oversees counseling and tutoring services.
- Approves CPI calendar.
- Oversees recruitment and training of CPI volunteers. Remains aware of interest forms submitted to CPI.
- Reviews and approves all SOPs' connected to CPI activities
- Approves supplies and inventory purchases, and monitors CPI space and workstations for appearance and efficiency.

WORK EXPERIENCE REQUIREMENT

Record of successful management of a non-profit entity or educational institution department providing multiple youth development services and programs to a diverse population.

PREFERRED SKILLS

Strong written, verbal communication and organizational skills.

Effective time management skills.

Ability to multi-task, working independently or collaboratively.

Ability to interact successfully with parents, youth, volunteers from diverse cultural and socio-economic backgrounds.

Ability to supervise staff and volunteers.

Knowledge of college access issues, practices, programs and resources.

EDUCATION and/or CERTIFICATION REQUIREMENTS

Bachelors of Science in Social Work, Education, Sociology or related field are preferred.

PHYSICAL REQUIRMENTS / DEMANDS

Position requires strenuous physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.