

Department	College Prep Institute
Job Title	Director of College Prep Institute
Reports to	Vice President & Chief Program Officer

Travel Required: ✓ Local	Type of position: ✓ Full-time, Exempt	Hours: ✓ 40 Exempt ✓ 8:00am-4:30pm M-F ✓ Some Evenings and Saturdays are required as scheduled
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GENERAL POSITION DESCRIPTION

The Director of College Prep Institute (CPI) Serves as a strategist and a leader guiding CPI 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 (CPC) 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.

The role supervises the following positions: Assistant Director of CPI, Program Coordinators, Operational Support Specialist, and Lead Guidance Counselor,

It is essential the person in this role have excellent communication and interpersonal skills, as well as comprehensive knowledge of the CLD organization and history. This person must also have knowledge of Black youth opportunities and challenges and can speak to how CLD helps youth and families address these challenges.

ROLES & RESPONSIBILITIES

- Communicates and maintains relationships with stakeholders, Board, and education partners.
- In collaboration with higher education and other sponsors, CLD staff and volunteers, manages the College Prep Conference and College Fair speaker, content and outcomes. Assures collection, recording an analysis of the Conference attendees and impact. Direct management of the College Fair portion of CPC.
- Develops and maintains partnerships with colleges and universities.
- 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.
- Oversees the CPI's financial performance, relating to the budget.
- Ensures CPI benchmarks are systematically implemented, maintained & reported.
- Works cooperatively with Program Coordinators in ensuring delivery of college prep information to participants in CLD courses outside of CPI.
- 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.
- Participates in professional activities that promote educational opportunities for minority students and families.
- Approves CPI programming calendar.
- Reviews and approves all Standard Operating Procedures (SOPs) connected to CPI activities.
- Oversees counseling and tutoring services.
- Approves supplies and inventory purchases, and monitors CPI space and workstations for appearance and efficiency.
- Follows professional personal presentation standards and adheres to the dress code policy.

WORK EXPERIENCE REQUIREMENTS

- 2-5 years' experience in Educations, especially in the areas of college readiness and college admissions.
- Proven Leadership skills.
- 2-5 years' experience Supervision and management.
- 3 years' experience in educational programming and/or student development.
- Experience working with youth of diverse backgrounds.
- Experience in developing curriculum for career pathways.
- Knowledge of high school degree requirements.
- Knowledge of higher education matriculation.
- Knowledge of college access issues, practices, programs and resources.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Working knowledge of database input and management.
- Functional skills with Windows 11, Microsoft Office, particularly Word, Excel, PowerPoint.
- Ability to effectively use a variety of office equipment such as multi-line telephone, copier and fax.

ATTRIBUTES

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the mission, youth and communities we serve.
- Character. Impeccable

EDUCATION and/or CERTIFICATION REQUIREMENTS

- Bachelors of Science in Social Work, Educations, Sociology, Education Administration, or related Human Services field or related field preferred.
- Valid driver's license.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time. Events do require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Must have reliable transportation.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____