

## **Director of Programs & Strategic Partnerships**

First Graduate, a non-profit organization located in San Francisco, helps young people become the first in their families to graduate from college, ready to pursue meaningful careers. Through a combination of academic support, high school and college counseling, and career development, First Graduate engages young people in a 10+ year comprehensive program designed to increase knowledge, improve skills, and build confidence with young people from 7th grade all the way through their college graduation.

### **Diversity Statement**

First Graduate is committed to building a culturally diverse staff that represents our student population; we strongly encourage applications from people of color and first-generation college graduates.

### **Position Overview**

The Director of Programs & Strategic Partnerships (“Director”) is a key participant in achieving First Graduate’s mission, reports to the Executive Director and is a member of the executive leadership team. By working closely with staff and school, college, community, & career partners, the Director ensures the delivery of high quality programs and services. The Director oversees all aspects of the student experience starting with student recruitment in 6th grade and all subsequent programming and activities through college completion. The Director supervises and leads a team of staff that manages and/or works directly with the middle school, high school, college students, and alumni, and collaborates with other organizational leaders on fiscal and personnel management. Additionally, the Director collaborates with critical stakeholders to position the organization for program expansion and the delivery of high quality, effective programming.

### **Main Responsibilities**

#### *Organizational Leadership & Fiscal Management*

- As a member of the First Graduate Leadership Team (executive team), the Director will help develop the organizational culture, maintain healthy fiscal management and ensure the delivery of high quality programs to students and families
- Report and present program data, trends, and major decisions to the First Graduate Board of Directors and actively participate as a member of the Board’s Program Committee
- Oversee a program budget of approximately \$800,000
- Ensure up to date program descriptions, data and success metrics for internal and external reporting purposes (including on grants) and providing clarity as to impact and outcomes from student participation in First Graduate
- Help raise the organization’s profile with partners, funders, the Board, and key supporters

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- Support fundraising efforts by compiling student data and student narratives, contributing to grant reports, and representing the First Graduate program in donor meetings and events
- The Director will be responsible for all aspects of student and parent programming from initial recruitment through college graduation

## *Staff Supervision & Development*

- Develop and mentor a team
- Foster a culture of diversity and inclusion
- Create a strong sense of community and collaboration amongst both students and staff
- Connect staff with trainings and resources to support their work with students

## *Programmatic Partnerships - Manage and grow critical organizational partnerships with schools, SFUSD, CBOs, scholarship and career partners, and colleges/universities.*

- Create infrastructure, processes and programs that provide a solid foundation for the growth of programs and students
- Oversee and develop school partnerships as needed for program growth and student success
- Develop and sustain a partnership with San Francisco Unified School District
- Identify and increase new scholarship and college partners

## *College Access & Success Expertise and Curriculum Oversight*

- Design, create, and implement annual goals and plans to effectively carry out our mission
- Provide training and support to program staff to ensure students graduate successfully transition from middle school to high school and matriculate to college, and that college students persist and graduate from college
- Work with staff to evaluate and implement the First Graduate Recruitment Plan
- Ensure staff has appropriate training, resources, and support to carry out their roles
- Oversee a curriculum of career exposure and exploration in middle and high school, and career experience at the college level
- Support staff in developing and evaluating parent engagement events

## *Data Collection and Program Metrics*

- Work closely with program managers to collect and analyze critical program data and evaluate programs and student services
- Revise and refine college access/success metrics according to best practices
- Ensure that staff is trained to use the student management database system
- Develop and implement dependable systems for tracking students from 6th grade through college graduation, ensuring that data is accurate and accessible to others
- Maintain relationships and contact information with alumni to track long-term success

## Minimum Qualifications

- Demonstrated belief in First Graduate's mission and values
- Direct service experience with youth of diverse cultural and socio-economic backgrounds
- Experience in the following areas: college admissions, financial aid, college persistence, career development, and socio-emotional needs of first generation college students, and developmental learning for youth ages 11 - 21
- 5 - 7 years experience with budget development, fiscal management and reporting, program management and staff supervision, community outreach and partnership development
- Experience in program design, planning and implementation
- Ability to work effectively and collaboratively with diverse external partners
- Excellent writing, presentation, time-management and organizational skills
- Excellent counseling and interpersonal skills
- Proven leader of a creative and mission-driven team
- Knowledge and experience working with SFUSD, schools, and CBO partners

## Preferred Qualifications

- Master's Degree
- Fluency with the Spanish language a plus
- Experience working in or with colleges, especially CA public colleges/universities
- Knowledge of college and career success readiness benchmarks and how current research and trends may impact our programming
- Experience with web-based student database platforms (e.g., Co-Pilot, SignalVine, Salesforce, etc.)
- Understanding of the high school admissions process in San Francisco

## Additional Requirements

- Employment is contingent upon clearance of a criminal background check through the FBI and CA Department of Justice as well as clearance through the National Sex Offender Public Website.

## Compensation

- \$80,000 - \$90,000 annual salary
- Comprehensive benefits package, including generous vacation (three weeks in first year, increasing to 5 weeks after 5 years), paid holidays (usually 15-18 days), two personal days each calendar year, office usually closed week between Christmas and New Year's Day, 10 days of paid sick leave each calendar year, fully paid medical/dental plans, and a 403(b) Plan.

## To Apply

Please send cover letter, resume and three references (list their names, titles, organizations, emails and phone numbers – we will only contact them after the interview) to: Terri Forman,

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Executive Director, [tforman@firstgraduate.org](mailto:tforman@firstgraduate.org). Applications will be accepted until the position has been filled. Please note that due to the large number of applications received, only candidates who are invited to the first round interview will be contacted.

## **Non-Discrimination Policy**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, or protected veteran status.

For more information about First Graduate please visit [www.firstgraduate.org](http://www.firstgraduate.org)