



Job Title	Director of Strategic Partnerships
Reports to	<i>Executive Director</i>
Status	<i>Full-time, Exempt</i>

Who we are:

At College Bound we believe in the power of a college degree as a way for our students to live lives of choice and opportunity. We exist to disrupt a reality in which only 9-14% of low-income students obtain baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, internships, and launched into careers. Within a decade, we have grown from an inaugural class of 36 students to over 500—plus 250 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development funds, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The role:

Reporting to the Executive Director and working closely with the program team, the Director of Strategic Partnerships is responsible for developing understanding and enthusiasm within the community for the services offered at College Bound. One of their primary tasks will be engaging low-income, first-generation students in the local area with an understanding about the



support we can offer as an organization, building a strong level of interest about joining the program and managing the recruitment, selection, and admissions processes. This position will oversee student onboarding in collaboration with the Program team, ensuring that all students have a strong introductory experience.

The other primary task will be to identify, foster, and maintain relationships with individuals and organizations, particularly partner organizations, colleges and high schools, which can work with College Bound to positively impact the educational and professional development of our students. The ideal candidate will be passionate about the College Bound mission, knowledgeable about the field of college access, and able to persuasively articulate important concepts and messages to students, partners, and potential supporters.

Your responsibilities:

Student Recruitment

- Collaborate with the Program Team and other key members of the Program team to set recruitment goals and selection criteria aligned with long-term program goals
- Educate the community about the College Bound program, with a specific focus on targeted high schools
- Collect and review student applications, determining commitment level and potential fit for program
- Organize interview and selection process; actively and rapidly communicate with applicants, parents, and high school partners
- Support students and families throughout the enrollment process
- Convey needed information and documentation about student candidates to the program team and into our data management system (Co-Pilot)
- Utilize data, including internal and external surveys, to monitor progress, evaluate approaches, and make recommendations for improvements
- Manage a team of two (one full-time, one hourly) on our recruitment goals

Relationship with External Partners

- Work closely with the CB Cabinet to design and implement a communications strategy that supports and builds College Bound's brand and reputation
- Maintain an ongoing presence at partner high schools to form a strong understanding of current and potential students and how College Bound can best support them
- Represent College Bound to key constituencies which include MOCAN, MOACAC, NCAN and other regional and national organizations
- Develop and manage a process of two-way information and data sharing with partner high schools and colleges
- Monitor College Bound's compliance with existing memorandums of understanding with high schools and colleges
- Act as a liaison between College Bound and partner schools, ensuring optimal collaboration and mutual support in addressing student needs



- Evaluate potential beneficial partnerships in the community and build relationships through targeted outreach; responsible for building MOUs with additional partners
- Stay current on college access, career readiness, and youth development initiatives in the local and regional community
- Evaluate the effect that different initiatives may have on College Bound and make recommendations to Chief Program Officer, Executive Director, and Director of Development & Communications
- Develop and maintain community and corporate relationships that have the potential to benefit our students on a professional, personal, and academic level
- Coordinate the interaction between College Bound and key scholarship funds, such as New Era and Hillman Scholars
- Maintain outreach to College Bound alumni and find creative ways to keep them involved with organization
- Organize system to track alumni experience after graduation

(Future) Development of Volunteer Pipeline

- Collaborate with the development team to cultivate and connect interested community supporters with volunteer opportunities within programs
- Organize profile-raising events and other approaches to attract new volunteers
- Enact screening process of volunteers to ensure that program team is connected to individuals who are an appropriate match for available opportunities
- Design process to onboard volunteers with cooperation of program team
- Develop data base and filing system to track volunteer information

(Future - 2023) Development of Alumni Affairs Strategy

- Craft a multiyear program to access the power of the CB Alumni Network – includes goalsetting, iteration, and role definition
- Manage Coordinator of Alumni Affairs toward goals as outlined above
- Maintain alumni data base and filing system to track alumni engagement

Skills and experience:

- Bachelor's degree required; Master's degree preferred
- 5 years' experience working in a position that requires public outreach
- 3 years of management experience, preferably in a role that interacts with the community
- Familiarity with nonprofit work and college access
- Strong public speaking skills
- High attention to detail and ability to drive aggressively towards deadlines a must
- Exceptional written communication
- Commitment to excellence
- Ability to work independently

Benefits, compensation and working conditions:

- Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for all and free vision insurance
- Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day



- Flexible working environment – for 2022, Fridays are remote workdays
- Salary for the role band will be between \$60,000 - \$80,000, depending on skills and experience



How to apply:

Interested candidates please send a cover letter and resume to: sbaier@collegeboundstl.org with the subject Line: Director of Strategic Partnerships. Some candidates may be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **September 14th, 2022**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.