



"I Have A Dream" Foundation

Job Opening: Director of Affiliate Services

Employment Type: Full Time

Location: National Office (New York City)

About the "I Have A Dream" Foundation

The "I Have A Dream" Foundation is working to ensure that all children in this nation will have the opportunity to pursue higher education and to fully capitalize on their talents, aspirations, and leadership to have fulfilling careers and create a better world. We empower children in low-income communities to achieve higher education by providing them with guaranteed tuition support and equipping them with the skills, knowledge, and habits they need to gain entry to higher education and succeed in college and beyond. We got our start in 1981, when founder Eugene Lang made the extraordinary promise of a college education to the sixth-grade students of P.S. 121 in East Harlem, sparking a national movement that stretches from coast to coast. Currently nearly 4,000 Dreamers are on the pathway to college in 12 states and Washington, D.C., following some 12,000 Dreamers who came before them.

About the Director of Affiliate Services Position

Reporting to the Chief Program Officer, the Director of Affiliate Services oversees the delivery of supports and services to the international network of "I Have A Dream" Foundation (IHDF) Affiliates. The Director partners with Affiliate leadership and staff to ensure that each Affiliate has the resources that it needs to deliver excellent student outcomes and to sustain & expand its business operations and programming. The Director plays a critical role in implementing national quality standards across our network and upholding the integrity of the IHDF brand. The Director must exercise effective communication and analysis skills by evaluating the Affiliate landscape, diagnosing need, and determining the best course of action to support the progress of the I Have A Dream Affiliates and program.

Responsibilities

- Manage the delivery of technical assistance and shared services to IHDF Affiliates as well as the administration of the national IHDF grants program.
- Enforce national performance and quality standards. Develop Affiliate improvement plans and partner with Affiliate leadership to implement plans. Work with the Chief Program Officer to continuously evolve and refine quality standards and quality assessment frameworks.
- Research, develop, evaluate and deploy resources (curricula, toolkits, etc.) for Affiliate staff to leverage and adapt to address student needs, enhance student outcomes and improve Affiliate performance. Oversee the build and maintenance of a robust knowledge management infrastructure, process, tools and resources.
- Foster a community among Affiliates and deepen synergies to support replication of promising and emerging best practices. Build and maintain a strong and collaborative relationship between national and Affiliate program staff.

- Oversee the planning, development and implementation of Affiliate programs and events including but not limited to: Annual National Conference, Professional Development Programs, Surveys, Newsletters, Staff Onboarding and Orientation, etc.
- Build relationships with partners to support Affiliate programming and to deliver key components of our program model at appropriate points of our students' pathways to and through college.
- Partner with Affiliate Leadership to support expansion of existing programs in support of National goal of serving 10,000 students by 2020. Ensure that new cohorts at existing Affiliates are developed with high quality standards and are positioned for success.
- Manage (hire, direct, develop, fire) junior staff, interns, and team of remote technical assistance providers.
- Serve as a core member of the leadership of the Program Team. Participate in conversations about national program strategy and direction

Competencies and Qualifications

- Experience working with young people from under resourced communities. Demonstrated success creating, managing and refining services that lead young people, and the people who serve them, to outstanding outcomes.
- Experience designing and implementing curricula and assessments for students in grades K – 12. Familiarity with college access and issues specific to first generation college students.
- Excellent relationship building and written/verbal communication skills. Ability to quickly gain credibility with a diverse audience and be viewed as a trusted advisor and partner. Ability to engage and influence a wide range of stakeholders.
- Exceptional project management, prioritization, organization and planning skills, with demonstrated success producing high-quality deliverables on time and within budget. Demonstrated success leading large initiatives toward ambitious goals. Extreme attention to detail, and is flexible, productive, and efficient.
- Has high standard for quality, and strives for excellence in work. Committed to entrepreneurialism and innovation.
- Operates with a high level of urgency and personal responsibility for achieving ambitious goals
- Ability to take initiative and work both independently, without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside IHDF.
- Ability to travel up to 25%

This is full time position located in New York City and offering full medical, dental, vision and life insurance benefits. We encourage individuals of all ethnic and racial backgrounds to apply for the position.

If interested, please send resume and cover letter to Darcy Richie at darcyrichie@gmail.com