



Date: July 2023
Position: Program Manager, Career Mentoring Initiative
Reports to: President & CEO
Location: Bethesda, MD (hybrid)

Organization Overview:

Collegiate Directions, Inc., founded in 2005, is a 501(c)(3) nonprofit organization committed to closing the education, achievement, and opportunity gap for primarily first-generation-to-college students from low-income backgrounds. In our **Scholars Program** we provide comprehensive college counseling, targeted tutoring, test preparation, study skills, leadership training, and ongoing support, starting in 10th grade and continuing through successful college graduation. As a part of our **School Support Program** CDI extends our work to high school college advising offices through tailored consulting focused on helping school counselors and staff improve college advising and supporting students to find their best-fit college. Our **Career Mentoring Initiative** focuses on career coaching and access to workforce opportunities through experiential learning and connects Scholars with accomplished professionals in their chosen fields. Our **Mental Health/Wellness Initiative** aims to address our Scholars' social and emotional growth in meeting the wellness challenges they face from their high school through college years. CDI is a rapidly growing organization focused on closing the opportunity gap for its students which makes now an exciting time to join this dynamic team.

Position Summary:

Career Mentoring Initiative (CMI) Mission:

The purpose of CMI is to provide mentoring to CDI Scholars, in college and beyond, with a focus on career coaching and access to workforce opportunities through experiential learning and by connecting them with accomplished professionals in their chosen fields. CMI supports the professional development of our Scholars using a three-pronged approach, by facilitating access to a career mentor, providing soft skills training, and acting as a connector to workforce opportunities. Our robust online platform called CDI Connect facilitates this engagement and serves as a clearinghouse for internships, fellowships, and job opportunities. CDI also guides Scholars through a soft skills curriculum based on the National Association of Colleges & Employers' (NACE) career readiness core competencies, which aligns with employer expectations and needs.

Initiative Objective:

This work will have two objectives: 1. To increase the social capital that many first-generation-to-college students and graduates from low-income backgrounds lack by facilitating their access to professional skills training and by providing exposure to practicing professionals in the workforce. 2. To provide resources to support Scholars as they secure internships or full-time employment.

Key Responsibilities:

The Program Manager oversees all facets of CMI which works in partnership with the Scholars Program. The role will manage all aspects of the career work with a specific focus on refining the strategy, developing the program and executing against deliverables. This individual will:

- Work closely with the president, programs department team members, communication manager, and development staff on various phases of program development
- Develop an annual plan to implement the initiative by reviewing prior year's performance, managing operations, and tracking outcomes

- Provide career advising expertise and work with Scholars via individual and group counseling sessions to support their professional growth and development with exposure to areas such as career exploration, interviewing, résumé and letter writing, job search strategies, etc.
- Develop or oversee the development of a soft skills curriculum based on research and best practices
- Ensure data collection, analysis and documentation of evidence-based practices
- Execute an annual convening of Scholars to deliver professional development training and prepare them for mentorships and internships
- Manage the online portal for the Career Mentoring Initiative community and facilitate a range of interactions among mentors, Scholars, CDI staff and other partners
- Interface with on-campus college/university career offices to determine best practices and arrange for their direct support of our Scholars, as necessary
- Establishes policies, procedures and other standard practices for the initiative within the program department
- Support the development and communications teams to raise funds and the program's visibility to sustain the Initiative
- Cultivate relationships with corporate and nonprofit partners to develop internship and employment opportunities

Qualifications:

The ideal candidate will have a passion for CDI's mission and prior experience implementing career, mentoring or education programming. The individual will be highly motivated and collaborative and have strong interpersonal and organizational skills. In addition to a strategic and analytical skill set, the person will also have the following:

- Bachelor's degree with a minimum of five years of program management experience
- Excellent strategy development and program execution capability
- Strong written and oral communication skills
- Superior attention to detail and experience working collaboratively with multiple audiences—students, corporate partners, university partners, donors and various levels of staff
- High degree of initiative, problem solving skills, and a willingness to embrace the fluidity of a new program
- Familiarity with successful career preparation curricula and evidence-based program practices within the field
- Knowledge of both the K-12 and higher education landscapes are preferred
- Proficiency in the MS Office Suite as well as familiarity with CRM systems and online portals
- Occasional off-hour travel for events and meetings as well as weekend/evening commitments

Salary/Benefits:

- \$58K-\$70K.
- Competitive benefits package including 100% employer-funded health care benefits (medical, vision and dental), generous paid leave and employer-paid retirement benefits, cell phone stipend and parking/transportation reimbursement. Hybrid working schedule is available.

To apply, please put "Career Mentoring Initiative" in the subject line and submit cover letter and résumé to president@collegiatedirections.org. The cover letter should demonstrate your program development and management skills. Applications will be reviewed on a rolling basis until the position is filled. For more information about CDI see www.collegiatedirections.org