

AchieveMpls Job Posting: Director of Career & College Centers

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip Minneapolis students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant Minneapolis. Each year we manage Career & College Centers in 11 MPS high schools, train and place nearly 1,600 Minneapolis youth in paid Step Up internships with more than 200 employers, engage hundreds of volunteers as Graduation Coaches and career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

AchieveMpls Career & College Centers

Our Career & College Centers (CCCs) in eleven MPS high schools help young people chart their career course and make a plan for success after graduation – whether that means postsecondary school, apprenticeships, technical training, work or other opportunities. We also track individual student progress to ensure that every senior has a plan. Our team includes licensed school counselors, teachers and social workers. We bring extensive experience in helping students develop the best postsecondary plans for their individual career and life goals.

The Young People We Serve

Minneapolis youth are our city's emerging leaders, the talent that reflects the global fluency of our communities and will power our region. 70% of Minneapolis Public Schools (MPS) students are youth of color, and 60% are eligible for free or reduced lunch. 32% of MPS students call a language other than English their home language, with nearly 90 different languages spoken in the district.

Position Overview

The Director of Career & College Centers provides strategic direction and leadership for the AchieveMpls Career & College Centers. Reporting to the CEO, this director is responsible for implementing and aligning programming; identifying goals, strategies and metrics; refining logic models and holding teams accountable for results; maintaining and strengthening relationships with school district leadership, employers and postsecondary institutions; designing professional development opportunities; and supervising managers and teams to effectively serve young people and improve outcomes.

Duties and Responsibilities

Program Strategy

- Oversee strategic direction of the Career & College Centers (CCCs) and Career Readiness Initiative.
- Work closely with the Manager of Monitoring and Evaluation and CCC leadership to identify goals, strategies and metrics within program areas.
- Refine logic models and hold team accountable for results.
- Provide strategic leadership for the MPS College Access Network.
- Design professional development for Achieve CCC Coordinators and MPS counselors as appropriate.
- Implement new programming strategies and oversee the expansion to new Career & College Centers.

Personnel Management

- Provide direct supervision for two CCC managers, a Career Exposure Coordinator and CCC coordinators in select schools.
- Coach CCC managers and provide them with professional development in the effective management of their teams.

Relationship Development

- Build and maintain relationships with mid and senior leaders in Minneapolis Public Schools key departments – including the MPS Office of Teaching & Learning and the MPS Office of Research, Evaluation and Assessment – in order to align goals and strategies, determine common metrics and monitor results.
- Work with these two MPS departments to create effective systems at the district and school levels to support post-secondary success for students.
- Build relationships with local employers to design meaningful career exposure experiences for high school students.
- Build relationships with postsecondary institutions to plan college fairs, college trips and college rep visits.

Organizational Alignment

- Work with other AchieveMpls program directors and the CEO to do strategic planning for programs, evaluate new opportunities for work or growth, and prepare recommendations for AchieveMpls directors and/or the Board of Directors as appropriate.
- With the CEO, Development Director and Marketing Director, build financial support for the Career & College Centers and Career Readiness Initiative programming.
- Serve on the AchieveMpls senior leadership team, providing expertise and thought leadership on career and college readiness and school-based programming.
- Serve as staff member on Board of Directors Program Committee, guiding discussion and drawing on board expertise to enhance and strengthen programs.

Required Qualifications and Experience

- Bachelor's degree required; master's degree preferred
- 10 years of increasingly responsible experience working with schools and school district leadership
- Supervisory experience and experience leading teams
- Knowledge of best practices in career and college readiness
- Experience using data in a continuous improvement process
- Knowledge of principles and practices of administrative management, including strategic planning, budgeting and contract management

Salary Range

Full-time position. Salary \$75,000 to \$87,000 depending on experience

To Apply

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to HR@achievempls.org. Applications are due by May 24, 2019 or until this position is filled.

AchieveMpls is an Equal Employment Opportunity Employer

Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.