

EXECUTIVE DIRECTOR

College Visions

ABOUT COLLEGE VISIONS:

Fewer than a quarter of all students that attend college in the U.S. graduate with a degree after six years.

And fewer than 45% of students from low-income families even enroll in college.

If these statistics trouble you and compel you to action, you're not alone.

College Visions (CV) has been empowering low-income, first-generation students in Rhode Island to enroll in college, persist, and earn a degree since its founding in 2004. CV was piloted with 10 students and has grown to support 500 young people annually.

CV offers three programs. Our College Access Program (CAP) supports 65 low-income, first-generation students in urban RI to apply and then enroll in college. Once CAP students enroll in college, and then they transition to the College Success Program (CSP). The CSP is a 4 to 6+ year program that provides the mentorship and resources students need in order to succeed. CV's third program is a partnership with the Providence schools that provides summer college and career exploration to 100 high school students.

98% of CV program participants enroll in college and 67% earn a degree within 6 years, far surpassing local and national norms. This spring, CV celebrates its 350th college graduate. For more information, see www.collegevisions.org.

POSITION SUMMARY:

College Visions is a dynamic non-profit organization with a dedicated staff of 10 and an inclusive, energetic, supportive, and challenging work environment. CV has an outstanding record of success and ambitious plans for growth and sustainability.

CV is looking for an Executive Director to lead College Visions forward into the next decade. The ideal candidate will be an individual with a deeply rooted belief, demonstrated through the candidate's prior work and actions, that the low-income, first-generation students that CV advocates for and serves both deserve the opportunity to attain a higher education degree and are eminently capable of doing so.

Since its inception, 320 CV students have earned college degrees. These remarkable accomplishments lay the foundation for CV's next Executive Director to sustain and build upon with the support of a dedicated professional staff and Board of Directors.

The Executive Director reports to the Board of Directors, and will be responsible for the organization's consistent achievement of its mission and financial objectives. They are responsible for the overall administration and management of College Visions including programs, fundraising, and business operations as well as providing leadership and professional development to a talented and committed full-time staff of nine. Many of College Visions' staff have lived experience as low-income first generation students which contributes significantly to the success of our work with the students we serve. The ideal candidate for Executive Director values this commitment to providing career pathways to low-income first-generation college graduates.

As an organization working to promote equitable access to opportunity in Rhode Island, CV believes that diversity is critical and that each person involved is valuable and imperative to its success.

The Executive Director will be expected to provide participatory leadership for CV's diverse, inclusive environment that supports all of its employees, students, their families, and its partners as well as other stakeholders. The organization believes in establishing a work culture and environment that values differences and practices inclusion. Learn more about the College Visions staff and Board of Directors by visiting: <http://collegevisions.org/about-us/staff/>

LOCATION:

Providence, RI

REPORTS TO:

Board of Directors, College Visions

JOB RESPONSIBILITIES:

Leadership

- Continue and deepen the vision of the organization while partnering with the Board of Directors and staff in implementing the organization's strategic plan, vision, and growth goals;
- Keep the Board of Directors informed of the organization's activities, soliciting input and guidance as necessary, consistent with best practices in non-profit governance;
- Foster and model effective collaboration between the Board and the Executive Director, and between the Executive Director and staff;
- Serve as the spokesperson for the organization, speaking authoritatively, engagingly, and authentically to represent the vision and interests of the organization and the individuals that it serves in the community, to state and local government, to donors, partners, educators, students, and students' families;
- Model and facilitate inclusive decision-making and transparency.

Talent Development and Management

- Support and maintain a work environment in which staff expects excellence and investment in their professional growth, and in which they can thrive;
- Effectively lead the staff, providing them with clear objectives and goals as well as productive feedback on performance and coaching (as needed) to compel their professional growth and job satisfaction;
- Conduct 360 degree review with staff at routine intervals throughout the year to ensure that staff and the Executive Director have open lines of communication and commonly established expectations for their work and for the direction of the organization;
- Cultivate a culture of learning in which the Executive Director demonstrates, models and supports their own status as a life-long learner and that of every member of staff. This culture will also motivate and support all staff to achieve their full potential;
- Maintain and observe personnel policy and procedures that fully conform to current laws and regulations.

Program Oversight

- Ensure that the organization and its staff place a high value on building and sustaining strong relationships with students, families, and alumni;
- Ensure that CV programs reflect the culture of respect and inclusion for students, families and alumni that is the hallmark of CV's work and core values of the organization.
- Maintain high standards and promote innovative practice for CV's programs and services;
- Ensure program design is mission-driven and aligned with the strategic plan and yearly organizational goals;
- Continuously infuse and enhance programs with the promising proven and emerging college access and success practices;
- Cultivate and maintain partnerships with institutional and community partners in support of the interests of CV students and their families;
- Establish and maintain metrics and best-practice data analytics to monitor and assess the effectiveness of CV's programs;
- Further develop and establish new areas of work and revenue for the organization:
 1. Identifying prospective partners;
 2. Cultivating relationships and developing contracts;
 3. Serving as the lead facilitator for business development that fits into the CV mission;
 4. Coordinating the engagement of program staff to participate in new CV partnerships and services.

Development/Public Relations

- Collaborate with development staff and the Board of Directors to secure funding to carry out CV's strategic plan;
- Collaborate with the Board to develop fundraising strategy and goals;
- Oversee the implementation of fundraising plans;
- Research potential funders and new fundraising strategies;
- Build relationships with current and prospective donors and grant-makers;
- Build and strengthen relationships with CV alumni;
- Work with the Development Director to secure corporate and small business donations;
- Work in partnership with the Development Director and Advancement Committee to coordinate and provide leadership for all fundraising events;
- In coordination with the the Development Director and Advancement Committee steward a personal portfolio of major donors, including prospect research, stewardship, solicitation, and acknowledgment;
- In coordination with the Development Director assist in maintaining accurate, detailed donor and funder records;

Development/Public Relations

- Prepare and submit grant applications and funding proposals as appropriate;
- Communicate with stakeholders to keep them informed of the work of the organization and identify changes in the community served by the organization;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization;
- Oversee all marketing and public relations strategies.

Financial Management

- Work with the Board of Directors to ensure CV's fiscal viability, stability and growth;
- Develop, recommend, and monitor annual and other budgets;
- Update the Board on organization finances, and provide timely and accurate financial reports;
- Provide for and supervise all fiscal reporting, including grant reports, IRS filings, and other required documents;
- Ensure effective audit trails;
- Negotiate and develop contracts with fee for service partners.

Board of Directors

- Facilitate the Board's effective governance of the organization and ensure the Board has the information necessary to make well-informed decisions;
- Serve as an Ex Officio member of the Board;
- Manage the documentation of organizational records and history in collaboration with the Secretary;
- Prepare, in partnership with the Executive Committee and Board Chair, Board meeting agendas and related materials, information, and reports;
- Support Board efforts in fundraising;
- Staff Board committees as appropriate;
- Recommend new Board members for consideration and nomination.
- Build CV's presence in the college access and success field, both locally and beyond.

RELEVANT EXPERIENCE & SKILLS:

- A collaborative and inclusive leader who exhibits a participatory leadership style, and can use those skills to develop and guide CV's vision and mission;
- A commitment to serving CV's students and families, a dedication to low- income communities, and a deep belief in the rights of low-income students to have equal access to a college degree;
- A commitment to bringing racial and economic justice awareness to the work of the organization;
- An individual who deeply and authentically values differences and practices inclusion;
- A dynamic and engaging leader who attracts talented staff and values time spent in motivating and mentoring that staff to deliver consistently high performance and realize their professional and personal goals;
- A strong, organized, and disciplined operating executive who can demonstrate a track record of delivering on strategy and organizational goals while scrupulously adhering to the mission and values of an organization engaged in improving the circumstances of others;
- A hands-on leader who is prepared to roll up their sleeves to do whatever it takes to support the work of the organization - no task is too large or too small for this leader;
- An effective influencer; ideally someone who can provide evidence of success in developing strong relationships among peers and partners that compelled effective collaboration and cooperation to shared goals and mutual success;
- Superb communication skills, including written, verbal, and presentation skills; someone who has routinely spoken in public and on behalf of a company or organization to promote its agenda;
- Track record in building long-term partnerships and effective relationships with outside organizations or companies;
- An experienced fundraiser with demonstrated success raising money for non-profit organizations from diverse funding sources: individual, foundation, grant, and corporation;
- A track record of working successfully for, with, or within non-profit organizations;
- Experience collecting, assembling, and utilizing data to establish metrics that can drive decision-making;
- Prior experience working with and managing multiple stakeholders including a Board of Directors;
- Knowledge and understanding of current thought leadership, federal and state policies, and social policy connected to college access and success for low-income and underserved students would be considered a plus;
- Bachelor's Degree.

PERSONAL ATTRIBUTES:

- Compassionate;
- Conviction and confidence;
- Fair mindedness;
- A keen sense of social responsibility;
- Authenticity;
- Creativity;
- Enthusiasm;
- Collaborative and inclusive;
- Persuasiveness;
- Participatory and servant leadership;
- Flexibility and adaptability;
- Good sense of humor;
- A strong work ethic;
- Charisma;
- A good listener who is receptive to entertaining contrasting views, but able to ultimately be decisive;
- Transparency and accessibility;
- A strong desire for success;
- A strong constituent focus;
- Integrity.

COMPENSATION:

Salary range of \$60,000 - \$75,000 based upon experience. A strong non-profit benefit package including health coverage and generous paid leave.

For additional information, please contact: Michelle Kolev, OperationsInc. at mkolev@operationsinc.com

As the search progresses, submission of information concerning professional experience and educational background will be required of potential candidates. The search consultant will assess the suitability of each potential candidate using this information, which must include a complete history of employment experience (names of employers, dates of employment, relevant assignments and accomplishments), educational qualifications (including institutions attended and dates/details of degrees attained), and any other facts which are pertinent to the position. The consideration of individuals for the position will be curtailed if they fail to provide full and truthful written and verbal disclosure of their histories.