

Director, Alumni Success

Start Date: Immediate

Team: Team College

Location: Brooklyn, NY, New Haven, CT, or Hartford, CT

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 34 public charter schools in New York, Connecticut and Rhode Island. The mission of Achievement First is to close the achievement gap and deliver on the promise of equal educational opportunity for all children, regardless of race, economic status or zip code. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, Achievement First students are achieving breakthrough academic gains. Beyond our students and schools, Achievement First is an engaged and prominent player in the larger national conversation about how to improve public education and student achievement in our country. For more information about Achievement First's mission, approach and schools, please visit our website at www.achievementfirst.org.

Summary

The Director of Alumni Success is a member of Achievement First's Network Support Team College. Team College provides college access and success support at all Achievement First high schools by providing guidance, coaching, tools, and other resources. The Director of Alumni Success is responsible for developing a strong vision for an alumni strategy that will provide best-in-class support to our high school graduates and for ensuring strong execution of that vision. Additionally, this position plays a critical leadership role in our network's evolution as we make strategic and intentional changes to our K-12 programming in response to data from our alumni and broader research from the field. The Director supports the development, implementation, management, and constant improvement of our network's alumni success results. Our network will look to the Director to ensure that, K-16, we are doing what we need to do to prepare AF graduates for college and for life.

Responsibilities of the Director of Alumni Success will include but are not limited to:

Develop and Manage Alumni Program 2.0:

- Identify effective, scalable, and financially sustainable strategies to support AF's alumni in persisting in and completing college based on analysis of early warning indicators and research on best and innovative practices in and outside of Achievement First, including iterating the role and goals of the College Success Counselors
- Create and execute professional development for College Success Counselors aligned to programmatic structures and goals
- Build and codify management practices and structures for network/school support of College Success Counselors
- Build relationships and work closely with Achievement First's high school principals, Deans of College and Foundation of Leadership teachers to ensure a high-level of input, investment, and collaboration for revised and/or new alumni support practices

Manage Data Analysis & Programmatic Guidance

- Use data to systematically evaluate the effectiveness of in-college support strategies; work with school and regional leaders, college counselors, college success support staff to refine strategies and implementation based on an analysis of effectiveness and newly developed or identified K-16 best practices
- Create and implement network-wide (network, academy level, and school level) annual data practices to review progress toward goals and develop appropriate shifts in program
- Contribute and guide process for gaining better understanding of how to use student profiles and early warning indicators to target aligned interventions to the right alumni at the right times in the appropriate dosages
- Ensure Achievement First is developing or maintaining any necessary systems and infrastructure to manage alumni data

Network Leadership

- Influence and provide guidance for organizational decisions regarding changes needed to K-12 programming based on national research as well as alumni data and feedback. (Note: The type of participation – on a spectrum from facilitation to engagement -- depends on the relevant experience of the person in this role.)
- Disseminate research and recommended strategies to AF's school and regional leaders, college counselors and alumni support staff about most pressing barriers, including information and recommendations so leaders can refine and improve AF's K-12 programming, as appropriate

National Engagement to Increase Success

- Engage in national college success efforts including collaborations with colleges and CMOS to provide the most effective models of on-site support and remote support to first-gen students
- Participate in and support the development of formal collaborations and partnerships with other CMOs to more efficiently and effectively serve alumni including college programming for students who stop-out of college, employment exposure, preparedness, and placement support; professional credential programs, and workforce placement
- Once official college partnerships are established, continue to work with college partners to further define the support and tracking of scholars in college to ensure college graduating including but not limited to transition support, support from year 1 to year 2 of college, summer and enrichment opportunities, and post-graduation planning
- Contribute to AF's overall vision and approach for how to support students in selecting colleges aligned to our college partnership and cohort strategies

Skills and Characteristics

- Ability and desire to work with ambiguity; ability to break down complex problems and work through barriers to drive to solutions
- Exceptional collaboration, communication, analytical and influencing skills
- The ability to see through multiple projects with many moving parts from beginning to end
- Exemplary writing skills (precise, concise, and compelling)
- Strong data analysis skills (ability to make connections, to ask questions that drive deeper understandings and result in strategic decisions)
- An acute attention to detail and excellent organizational skills
- Solid technical skills and experience with Microsoft Word, Excel, PowerPoint and with Adobe Acrobat.

- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- A bachelor’s degree
- Experience and or strong demonstrated interest in college access, persistence, or success for underrepresented students
- Management of complex projects and/or teams, ideally with proven experience managing change

Some weekend/evening work and travel within New York and Connecticut are required.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Achievement First reviews applications on a rolling basis – please apply immediately. Email a cover letter explaining your interests in and qualifications for the role and resume to:
teamcollege@achievementfirst.org

Please include the following in the subject line of the email
SUBJ: NAME– Application for Director of Alumni Success

In your cover letter please respond to the following:

- Why do you want to work at Achievement First?
- Describe your specific interest in college access and success programming.