

Director of Network Engagement Job Description

Job Overview

This position holds the primary responsibility for executing ATD's network engagement strategy to strengthen and expand the network and leverage the network advantages of access, learning, innovation and impact. The Director is responsible for overseeing network college recruitment and retention activities including understanding and monitoring network colleges' value propositions; identifying and leading and managing the college's annual feedback process; directing the award and recognition processes; leading the network advisory committee; redesigning and managing the Interventions Showcase to support access to best practices; connecting communities of practice to support cross network learning; organizing the Kickoff Institute; and leading the college's first year experience program.

The Director supervises the Assistant Director of Network Recruitment and Retention.

Duties and Responsibilities

Network Support (50%)

- Coordinate, facilitate and communicate how network colleges link and work with each other to foster connections that allow for the easy flow of and access to information and the development of relationships.
- Lead, in collaboration with other ATD staff, the annual reporting process for ATD institutions, providing technical assistance to the colleges throughout the reporting process; reviewing the reports to ensure that submissions meet ATD expectations; coordinating professional and timely feedback to the colleges; synthesizing findings into a succinct, accurate, timely report that can be shared with the ATD Leadership Team and disseminated widely.
- Manage ATD's annual Leah Meyer Austin award application and award process.
- Manage ATD's annual Leader College certification and recertification processes including advising the Leadership Team on the selection process and on the benefits and responsibilities of being a Leader College; hosting a Leader College webinar series; and connecting Leader Colleges at DREAM and other learning events.

Network Recruitment and Retention (40%)

- Manage the Network application and review process for incoming cohorts of colleges.
- Design and deliver high quality recruitment and information sessions to attract new colleges; promote the ATD menu of fee for service offerings to long standing colleges.
- Collaborate across ATD to develop a strategy for recruiting additional minority serving institutions (MSIs) to the network
- Maintain network recruitment and retention statistics
- Organize the annual Kickoff Institute for entering cohorts of colleges
- Lead the First Year Experience program for new colleges.
- Respond to early alerts from coach site visit reports in order to retain colleges

- Understand and monitor network college value propositions and coordinate with the Data & Technology team on developing services and participation packages to retain colleges in the network.
- Work with the Data & Technology team to deploy and analyze the annual network survey to monitor value propositions and build on strengths and opportunities.

Other (10%)

- Monitor budgets and fiscal spending as appropriate and related to portfolio.
- Manage grant funded initiatives as assigned and ensure appropriate fiscal and compliance reporting.

Skills/Qualifications/Experience

- Master's degree required, preferably in field related to public policy, education, or social sciences
- Minimum seven years related experience in program and project management, with thorough understanding of membership development and relationship-building/stewardship
- Prior grant management experience required.
- Work experience in a community college environment preferred.
- Commitment to the equity and diversity values and mission of ATD
- Must be detail-oriented and organized; able to keep track of multiple projects and keep them all moving forward simultaneously
- Ability to work productively in both team and independent settings
- Strong oral communication and presentation skills
- Ability to write fluidly and for various audiences
- Exceptional customer service skills and professional demeanor
- Must be self-motivated and disciplined, with capacity to be highly productive working under pressure and within time constraints/deadlines
- Flexibility and a tolerance for ambiguity
- Experience with Salesforce and Blackboard preferred.
- Microsoft Office skills and familiarity with Google Apps and mobile devices

Position Details

Position Type:	Full Time, Exempt
Salary Grade:	8
Reports To:	Vice President for Learning and College Services
Work Location:	Silver Spring, MD
Level of Travel Required:	Moderate

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