

## **Campus Compact Project Manager – Connect2Complete (Immediate Opening)**

Campus Compact is a coalition of over 1100 college and university presidents who are committed to fulfilling the civic purpose of higher education. Campus Compact envisions colleges and universities as vital agents and architects of a diverse democracy, committed to educating students for responsible citizenship in ways that both deepen their education and improve the quality of community life. We challenge all of higher education to make civic and community engagement an institutional priority.

Connect2Complete (C2C) is a 36-month pilot program funded by The Bill and Melinda Gates Foundation that seeks to increase community college students' persistence toward their credentials by connecting them to student tutor advocates. These student tutor advocates will address the needs of their fellow first-year students by providing academic support, connections to college life, and a link to services designed to help them complete their credentials. The C2C pilot program will directly benefit students entering developmental education and Pell eligible students who are statistically more likely to struggle to complete college. C2C will support nine campuses in three states to mobilize over 150 student tutor advocates to pilot this approach.

Campus Compact has an immediate opening for the Project Manager who will be responsible for the development, coordination and oversight of the C2C pilot program. Reporting directly to the President of Campus Compact, the Project Manager will provide leadership and strategic focus for all project activities and help guide the vision and theory of change. Working collaboratively with a diverse set of stakeholders including senior staff, sub-grantees, state office staff, advisory board members and the funder, the Project Manager will implement and oversee all aspects of the project including the creation of key components of the campus programs, development of the granting process and oversight of sub-grantees, establishment and coordination of a national advisory board, and oversight of consultants and contractors. The Project Manager will also be the primary author of reports, tools, Web content and papers related to the project.

This position is based in Boston.

### **Responsibilities**

- Lead in the development and implementation of all aspects of the C2C program including planning, staffing, marketing, funding, reporting, and evaluation.
- Communicate and coordinate with The Bill and Melinda Gates Foundation regarding C2C.
- Create and coordinate the C2C Learning Community.
- Design a sub-grant process including establishing criteria, deliverables, a communication system, and an outside selection panel of experts.
- Conduct site visits to sub-grantees.
- Plan and coordinate sub-grantee and national advisory board meetings.
- Select and oversee the work of consultants and contractors. Develop and monitor consultant contracts.
- Help to develop new pathways and/or leverage funding from multiple funders and/or repurposed funding on campuses.
- Make presentations at conferences and meetings regarding C2C.

- Develop and execute a dissemination plan of materials about C2C including set-up and maintenance of a Web site, YouTube, ListSrvs etc.
- Other projects as assigned by the President.

### **Qualifications**

- Masters degree required
- A minimum of 8 years of proven leadership in the nonprofit or higher education field.
- Demonstrated track record of successful project management; strong organizational and supervisory skills.
- Experience with college access, retention and completion initiatives; civic engagement within higher education; peer-to-peer mentoring; and/or student leadership development.
- Proven ability to create and sustain strategic partnerships.
- Demonstrated success in working with diverse stakeholders and national networks.
- Strong grants and budget management skills.
- Excellent written and verbal communications skills; experience with Web-based media.
- Knowledge of and experience with community colleges and/or learning communities preferred.
- Flexibility to travel and work weekends as needed.

Interested candidates should email a resume, cover letter and one-page writing sample to [jseeler@insourceservices.com](mailto:jseeler@insourceservices.com). No phone calls please.