**POSTSECONDARY EDUCATION LEADER**

REPORTS TO: President/CEO and Director of Community Impact

JOB PURPOSE

The Postsecondary Education Leader serves as a champion and thought leader in the space of educational attainment and scholarship impact with the ultimate goal of increasing the percentage of those with a postsecondary degree or credential in Midland County. This position is responsible for innovation and advancement of the scholarship program to build greater postsecondary attainment, ensuring an equitable distribution of scholarship dollars/other resources and making certain that postsecondary education is accessible to all. As part of this position, the Postsecondary Education Leader oversees the Midland County Career & College Access Network. This role includes responsibility for coordinating career and college access resources in a strategic, efficient and accountable manner in pursuit of the shared goal of postsecondary achievement. This individual is the primary connection between the leadership team and the network itself as well as other action team(s). Supports the growth and development of the Foundation.

PRIMARY RESPONSIBILITIES

1. Offer solutions and best practices to ensure equity and accessibility to postsecondary achievement.
2. Provide leadership on overall impact and strategic alignment of the scholarship process working closely with the scholarship coordinator to ensure effective communication with fundholders, scholarship reviewers and scholarship applicants.
3. Develop innovative ways to support individuals in postsecondary attainment, reimagining the traditional scholarship process.
4. Facilitate meetings of leadership & action teams. Execute the overall coherent strategic direction of the Midland County Career and College Access leadership team. Work collaboratively with the Leadership Team and to develop and implement the Midland County Career and College Access Network agenda and action plans.
5. Manage data collection and analysis. Create and maintain reports regarding activities and outcomes related to the shared goals, objectives, and metrics.
6. Coordinate community outreach.
7. Facilitate dialogue between partners. Develop and maintain effective communication systems among network partners.
8. Oversee career/college advisors. Work collaboratively with counseling staff to hire and supervise career/college advisors.
9. Mobilize funding. Build relationships and collaborate with local, state and national organizations to leverage resources, securing grants and other funding as needed.
10. Assist with annual budget development and provide effective stewardship of financial resources.
11. Work closely with the Michigan College Access Network to receive technical assistance, resources and best practices applicable to the work of the Midland County Career and College Access Network.
12. Perform other duties as assigned by the Director of Community Impact or the President/CEO.

KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS REQUIRED

1. Bachelor’s degree in related field
2. Highly developed oral, written and interpersonal communication skills
3. Organizational skills; ability to plan and prioritize projects in order to meet multiple demands of Foundation and Network
4. Supervisory or project management experience
5. Self-starter, able to work with minimum supervision.
6. Passion for educational equity
7. Technology skills, including proficiency in all components of Microsoft Office and other pertinent software as well as social media, to enhance the Network
8. Successful history of raising programmatic revenue (such as grant writing and donor solicitation) as well as ability to analyze budgets, financial statements and balance sheets
9. Previous experience in the educational field preferred
10. Additional expectations include professional attitude, team player, follow-through, attendance, organizational loyalty and confidentiality.
11. Willingness to learn new information/techniques to flexibly deal with changing demands.