



An Invitation to Apply for the Position of

Center Director, LearningWorks

FOUNDATION *for* CALIFORNIA COMMUNITY COLLEGES

An Equal Opportunity Employer

Category: Full-Time/Exempt

Supervisor: Executive Director, LearningWorks

Job Purpose:

LearningWorks aims to strengthen student achievement in the California community colleges (CCCs). It does so by facilitating, disseminating, and funding practitioner-informed recommendations for changes at the system and classroom levels, and infusing these strategies with statewide and national insights. LearningWorks strengthens the relationships that offer the greatest potential for accelerating action, including those between policy makers and practitioners, among overlapping initiatives, and across the 112 colleges.

LearningWorks is founded on a unique partnership across three organizations: the Career Ladders Project for California Community Colleges (Career Ladders Project), the Research and Planning Group for California Community Colleges (RP Group), and the California Community Colleges Success Network (3CSN). LearningWorks operates under the fiscal sponsorship of Foundation for California Community Colleges (Foundation), the non-profit auxiliary for the California Community Colleges. (For more information about LearningWorks, go to www.LearningWorksCA.org)

The Center Director provides project coordination and high level staffing for the Executive Director and Leadership team. The Center Director represents the organization at external meetings and events, cultivates partnerships, provides analysis, provides editorial oversight of publications and performs related duties to support the organization's efforts to support students' completion and success.

Essential Job Duties/Responsibilities:

1. Build, develop, and grow internal and external relationships with a cross-section of practitioners, policy makers, researchers, experts, advocates and the California Community College system vital to the success of the program
2. Cultivate peer learning networks to promote LearningWorks' mission and review trends and issues
3. Provide support for the advisory group and national advisory circle by facilitating group membership, communication and providing structure for advisory meetings
4. Broker services and collaborations among partner organizations, colleges and the community college system
5. Develop communication strategies and tailor marketing efforts to varied audiences in an effort to increase collaboration with organizations, community colleges, faculty, partners with the goal of increasing the capacity and effectiveness of LearningWorks
6. Responsible for documenting and benchmarking best practices, successes and program challenges across multiple initiatives. Gather information through the 3CSN, CLP, and RP Group networks on effective completion efforts at specific colleges and disseminate using multifaceted approach.
7. Manage the design, editing and formatting of reports, articles, tools, templates, briefs and other materials for use by LearningWorks, advocates, policy makers, CCC faculty and administrators and other practitioners

8. Disseminate new and innovative ideas to the field in order to support LearningWorks goal to become a clearinghouse for best practices for upholding the mission and achieving the program goals
9. Develop or gather case studies, media communications and other resources that demonstrate the innovative approaches that are being implemented in the program to garner involvement and support of the program
10. Respond to media requests that pertain to LearningWorks or related areas of student completion and success
11. Represent LearningWorks at external meetings and field politically charged situations.
12. Compile recommendations and trends on completion from researchers, advocates, and experts at the state and national level
13. Track and document national and statewide developments and tailor information about how these strategies could be applied by specific types of CCC practitioners (such as administrators or faculty). Disseminate information using online communications and peer learning networks.
14. Serve as steward of LearningWorks policy and program agenda—tracking the status of LearningWorks grants, programs, to ensure commitments are met in order to advance the mission.
15. Develop and manage work plans for initiatives, proposals and strategic plans.
16. Supervise office assistants and manage office work load, assignments and priorities.
17. Monitor and evaluate the impact of grant projects that encourage the implementation and assessment of promising approaches within the CCC system. Perform duties related to donor reporting and funder relations
18. Assist with fundraising activities to support and sustain the program
19. Develop grant making processes for supporting and nurturing promising innovations and practices. Make recommendations for re-granting to encourage the implementation and assessment of these approaches within the CCC system. Disseminate findings from re-granting projects to the field
20. Manage, analyze, and coordinate with practitioners to develop curriculum for institutes and other events based on information gathered at the grassroots, state, and national levels
21. Make recommendations for policy and classroom-level changes
22. Develop analyses tool to assess the impact of various strategies utilized by the program to increase the success rates of community college completion. These strategies include acceleration strategies, contextualized learning, teaching support, equity and cultural competence
23. Collaborate with partner organizations to identify and engage best research resources and researchers as needed
24. Present analysis in a format that facilitates dialogue about the implications for practice, structural considerations, classroom issues, and solutions for potential barriers to implementation.
25. Represent conclusions of analysis gathered from research, policy, peer venues, and communicate their impact and value to constituents.
26. Translate research questions into clear operational plans, allowing room for sufficient flexibility to adapt plans when appropriate
27. Plan, direct, and guide budgets development to meet LearningWorks operational needs and stability
28. Performs other duties as assigned

Supervisory Responsibilities:

Manages and supervises the staff of the LearningWorks program.

Knowledge, Skills, and Abilities:

- Prioritizing tasks and efficiently managing time
- Excellent organizational skills
- Ability to exercise good judgment and effectiveness in working with a high-performing, mostly technical team
- Ability to learn quickly and willing to ask for help
- Skills in both written and spoken communication to support customers, teammates, and external users with a wide range of skill levels
- Strong interpersonal skills including an ability to cultivate relationships across community colleges, government agencies, and community organizations
- Preparing, reading, analyzing, and interpreting documents
- Ability to work in a collegial, collaborative environment.
- Ability to read, analyze, and interpret the documents
- Ability to respond effectively to inquiries or complaints
- Ability to effectively present information
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems

- Ability to multitask, prioritize tasks, and to efficiently manage time
- Experience serving a diverse population
- Ability to work effectively when parameters are not well defined
- Accountable for job duties and responsibilities
- Remain current with California Community Colleges programs and offerings
- Demonstrated commitment to student educational achievement
- Proficient with Microsoft Office Suite
- Access to reliable transportation for Program business and possess current valid California driver's license and insurance

Education and Experience

- Bachelor's degree (B.A.) required. Master's degree (M.A. or M.S.) strongly preferred.
- Familiarity with policy areas related to community colleges and student success—with an ability and desire to develop new policy expertise.
- Progressively responsible experience with project management, grants administration, and/or other administrative responsibilities.
- Experience in providing leadership/supervision for employees and/or a team.
- Experience as a faculty member or administrator in a community college preferred.
- Experience with developing and providing professional development programs for and/or technical assistance to post-secondary institutions.
- Research experience in post-secondary setting, research institute or other relevant setting.
- State level leadership experience, via state committee work, policy initiatives, task forces or other related venues.

Travel

Frequent off-site meetings and events. Minimal overnight travel by land and air.

Physical Requirements

- Ability to work at a computer workstation for periods up to 4 hours at a time
- Ability to speak on the telephone for a total of up to 3 hours per day
- Ability to sit for up to 3 hours without breaks at meetings
- Ability to walk and stand for up to 4 hours without breaks at program site visits and meetings

Compensation

The compensation is commensurate with experience and qualifications.

Application Deadline

Open until filled. Initial screening of applications will begin June 30, 2011.

Application Process

Please submit a letter of interest and resume as Word or PDF documents by email to jobs@foundationccc.org. Please include in the subject line: ***Center Director, LearningWorks***