



# **Detroit College Access Network Professional Development Program Manager**

## **About Detroit College Access Network**

The Detroit College Access Network (DCAN) is the coordinating body of cross-sector leaders and organizations in Detroit working together to ensure all Detroit students have the opportunity to attend college. It is a network of organizations, bigger than any one program or initiative, leveraging a collective impact model to align and connect existing programs, schools, businesses and community resources to improve college enrollment and graduation rates for all Detroit students. As a network, DCAN does not itself provide all of the necessary programming for the community; rather, it is a coordinating body that works to ensure an aggressive strategy is in place to reach goals. DCAN's mission is to increase postsecondary readiness, enrollment and attainment so that all students in Detroit can achieve their educational dreams

## **Job Overview**

The Professional Development Program Manager of the Detroit College Access Network will be responsible for supporting the implementation of the DCAN strategic plan by coordinating all professional development opportunities for Detroit counselors, college access professionals, community members, and stakeholders. The Professional Development Program Manager executes the vision of the DCAN leadership team while providing leadership, innovation, and creativity to Detroit's evolving college access movement. The Professional Development Program Manager will report to the Executive Director.

## **Essential Job Functions**

### **Professional Development Planning & Execution - 60%**

- Create and cultivate strong relationships with school leaders, school counselors and advisers, and college access service providers in Detroit
- Plan and implement 5-7 annual regional professional development and training opportunities in order to enhance college readiness and success in Detroit
- Plan and implement monthly citywide training workshops in order to enhance college readiness and success in Detroit
- Manage professional learning communities and develop content for scheduled sessions that lend to communities development progressions
- Work with school leaders, counselors, and advisors to create systems that lower barriers to college access and success
- Create and maintain a culture that embraces the importance of seeking and listening to diverse perspectives, both within and outside of the organization



- Understand the landscape of needs for counselors and professionals to best implement

### **Project Management and Implementation- 35%**

- Convene and facilitate multiple cohorts of learning communities that reach shared and agreed upon targets
- Create and maintain sense of shared purpose and accountability among stakeholder to ensure that targets are met
- Develop and execute action plans to ensure short and long-term priorities and deliverables are met on time and on budget with learning communities
- Lead convenings and synthesize and document group progress
- Work with DCAN staff to gather data to create and maintain college access and success data dashboards and reports
- Assist the Executive Director and other DCAN staff in implementing and maintaining the strategic alignment of the network

### **Other Duties- 5%**

- Support the implementation of the DCAN strategic plan
- Support with DCAN communication, convening, and meeting facilitation
- Work with the Executive Director and DCAN leadership team to secure funding to sustain DCAN operations and program expenses

### **Desired Credentials, Skills, and Personal Attributes**

The ideal candidate possesses a Bachelor's degree in relevant field, and preferably Business Administration, Management, Education or related field and a minimum of five (5) years of related work experience in strategy management, educational or business development roles or equivalent combination of education and experience. His or her work experience will also manifest a high degree of passion for education and commitment to justice and equity for the children, youth, and families of Detroit, as well as:

- Demonstrated success in facilitating large groups of diverse stakeholders with implementing and executing collective action plans
- Demonstrated success building trusting, effective relationships with diverse stakeholders
- Experience and knowledge foundation with college access and success for minority low-income students and families
- Ability to manage multiple projects, work within tight deadlines, and prioritize work as necessary
- A commitment to consistently meet and/or exceed goals and maintain attention to detail while delivering results;
- Willingness to take the initiative and drive progress.



- Strong project management and organizational skills
- Strong oral and written communication skills
- Experience navigating urban education stakeholders

Compensation will be commensurate with experience and will range from \$55,000-\$60,000. All employees also receive a full benefit package, including health insurance, generous PTO, and a retirement savings plan.

Interested candidates should submit a cover letter and resume to [info@detroitcan.org](mailto:info@detroitcan.org). Please indicate the position title as the subject. Candidates may be asked to provide additional materials during the interview process. We will begin reviewing applications on July 15, 2021 and will accept applications until the job is filled.