STRONG START TO FINISH

Building momentum for postsecondary success

700 Broadway, Suite 810, Denver, CO 80203
303-299-3683 / info@strongstart.org / strongstart.org

**JOB DESCRIPTION**
**ASSOCIATE DIRECTOR, STRONG START TO FINISH**

**Job Title:** Associate Director, Knowledge Management
**Reports To:** Director, Strong Start to Finish
**Status:** Exempt
**Date Prepared:** August 2017

**Position Purpose**

A part of the Postsecondary and Workforce Development Institute at Education Commission of the States, the Strong Start to Finish (SSTF) campaign unites postsecondary administrators and faculty, philanthropists, policymakers, researchers and nonprofit leaders committed to creating systematic change to set students up for long-term success. The projects goal is to scale reforms designed to dramatically increase the number of low-income students, students of color and returning adults who complete first-year math and English gateway courses and enter a family-wage earning program of study. The SSTF Associate Director will provide leadership to the knowledge management portfolio of the project, support the SSTF Director and external Expert Advisory Board, contribute to the strategic direction for the project, and maintain a high national visibility among the research community, education policymakers, national partner organizations, and funders. The successful candidate will have extensive experience in research, evaluation, and project management, familiarity with relevant state policy and a track-record of successful grant development and management.

**Essential Duties:**

- Work with the chair of the Expert Advisory Board and SSTF director to develop and continuously a knowledge management agenda and overall content strategy for the project
- Support the project director in his or her role as "concierge" of the SSTF network of scaling sites, technical assistance partners and the research and development community
- Produce scopes of work and manage contractors needed to support knowledge management such as the collection, analysis and reporting of scaling site data and information on student and system measures of progress
- Curate content and manage an emerging knowledge base to be site-centered and problem-specific
- Ensure project artifacts (e.g. RFP scoring rubrics) reflect common metrics and lessons learned are developed and utilized to support site-based work and project evaluation
- Support structured reflection about the lessons learned from SSTF among key constituencies including the Funder Advisory Board and Expert Advisory Board
- Produce formative and summative reports demonstrating scaling site returns on investments of time and money
- Manage portfolio of contractors to support achieving knowledge development goals

**Financial Authority:**
Working with the ECS Chief Financial Officer and Vice President and the SSTF Director, this position oversees management of multiple subcontracts and grants.

**Supervisory Responsibility:**
The position manages and coordinates the work of independent consultants and internal project staff as necessary.

**Communication:**
The position communicates daily with SSTF and ECS constituents including state policymakers, education leaders, foundation program officers, members of the research community, peer organizations, and other ECS staff.

**Job Qualifications:**

*Required*

- Master's Degree in related field, including data management, public policy, statistics, or economics.
- Experience in policy research and analysis and/or policy implementation.
- Knowledge of issues related to developmental education policy and related state/institution issues.
- Extensive expertise in grant management, development and staff supervision.

*Preferred*

- Doctoral Degree in applicable field.
- Demonstrated success in managing multiple grant funded projects.
- National profile in the education community, particularly with regards to research and evaluation work.

**Working Conditions:**
Normal. Approximately 25% travel required.

**Profile:**
This position requires extensive knowledge of state and education policy and policymaking, close familiarity with the role of organizations like ECS and a high degree of comfort working with state policy leaders, institutional and system leadership, and members of the education philanthropic community.

**Compensation and Benefits:**
ECS offers competitive compensation and benefits, including health, dental, life, long term disability, and vision insurance, a flexible spending account, a health reimbursement account, and a yearly contribution to your 403b retirement plan. The preferred location for this position is in Denver, CO. The salary range for this position is commensurate with experience.

**Applying for the Position:**
To be considered for this position, please send a resume and a cover letter/e-mail to Melissa Aguilar at maguilar@ecs.org. The subject line in your e-mail should read "ASSOCIATE DIRECTOR - SSTF" and your cover letter should highlight appropriate professional expertise.

**Deadline to apply:** Applications will be accepted until qualified candidates are identified.