

<b>Job Title</b>	Project Impact Director
<b>PVN ID</b>	BM-2311-005969
<b>Category</b>	Managerial and Professional
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$95,000.00 - \$102,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 15, 2024 (Or Until Filled)

## General Description

Position: Project Director – Project Impact

Position reports to: Janice Zummo, Associate Dean of Academic Affairs for Academic Support Services  
Borough of Manhattan Community College

### About BMCC

Borough of Manhattan Community College (BMCC) is a vibrant, pluralistic learning community committed to the intellectual and personal growth of our students. With enrollment of more than 17,500 students, BMCC is among the largest of the 25 institutions comprising the City University of New York (CUNY). With more than 50 academic degree programs as well as certificate and micro credentials created with industry partners, BMCC continues to be an integral resource and supportive partner in creating a better, more equitable New York City. Located in Tribeca in downtown Manhattan, BMCC is an inclusive community that promotes an atmosphere of mutual respect of each members' ethnicity, gender, age, disability, religion, political preference, sexual orientation, gender identity, and national origin, among other personal characteristics. An educational leader, BMCC was selected from 1,000 community colleges nationwide to be included among 150 community colleges eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among community colleges. The Aspen Prize is awarded every two years. In 2021, BMCC was named one of the Aspen Award's Top Ten finalists.

### About Project Impact

Project Impact (PI) provides access to an education to students who have been impacted by the justice system. Project Impact's definition of justice impacted includes students who have been directly or in-directly impacted. Project Impact students are in BMCC Associate or Certificate Programs or a PI GED Program offered in partnership with the New York City Department of Education.

Now in our fifth year, Project Impact is opening doors for students who would otherwise have limited educational and economic opportunities. The program provides an encouraging and safe space for students

throughout their journey at BMCC and toward graduation. Project Impact provides peer mentors, a caring community, social support services including dorm placement for unhoused students based on availability, financial literacy workshops, and temporary emergency aid including meal vouchers and referrals to on and off-campus resources through a wide-network of re-entry organizations in New York City.

Project Impact operates at BMCC Main Campus, 199 Chambers Street as well as at CUNY in the Heights (CITH) in Inwood, NYC.

Project Impact includes a director, an assistant director, a part-time project coordinator, 10 – 15 peer mentors, and 2 part-time administrators.

### **Job Duties**

Reporting to the Associate Dean of Academic Affairs for Academic Support Services, the Project Impact Director is responsible for providing leadership and strategic direction to support the educational goals of students impacted by the justice system.

## **Other Duties**

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The Director also:

- Designs, implements and monitors a comprehensive academic program development plan.
- Administers all administrative and financial aspects of the program.
- Oversees program evaluation efforts and creates strategic plan to further develop program offerings and measure student success.
- Develops and manages annual budget; develops proposals and other initiatives for expanded program support.
- Cultivates and maintains strategic partnerships; serves as primary liaison to internal and external partners to plan and execute programming activities.
- Participates in staff recruitment efforts.
- Oversees staff payroll processing.
- Manages professional and clerical staff.
- Performs related duties as assigned

## **Qualifications**

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Minimum Qualifications:

- Masters Degree in a related field.
- Five years of experience in a leadership position in a program serving justice-impacted individuals.
- Strong oral and written communication skills.

Preferred Qualifications:

- Doctorate or JD in a related field.
- Experience working in higher education setting.

- Knowledge of student success strategies to improve academic success, retention and degree completion for justice impacted or socially or economically disadvantaged students.
- Knowledge of student learning outcomes, program outcomes, measurement and assessment of student success.
- Experience working with individuals who have been impacted by the criminal justice system or individuals with family history of justice involvement, unhoused individuals, at-risk youth.
- Experience in using database systems to track outcomes (e.g. Apricot).
- Experience in grant management and grant budgeting.