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| Job Title | Community Partnerships Manager |
| PVN ID | VA-1911-003379 |
| Category | Managerial and Professional |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | CUNY K-16 Initiatives |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Jan 06, 2020 (Or Until Filled) |

General Description

The Community Partnerships Manager works to increase the college momentum and completion rates for CUNY students that are supported by nonprofits, community-based and school organizations. The Community Partnerships Manager is responsible for executing the communication and data strategies of the Network for College Success, a partnership housed within the Office of K-16 Initiatives that bridges youth-serving organizations with CUNY college advisors, counselors and student success professionals. This role is integral to cultivating a professional learning community and facilitating knowledge sharing between CUNY campuses and partner organizations, including an exchange of timely, undergraduate student-level data.

CUNY's K-16 Initiatives support the city's commitment to equity by ensuring high quality programs help eliminate achievement gaps between racial, ethnic, and socio-economic groups.

The Community Partnerships Manager's responsibilities are as follows:

- Network, build and manage relationships with 80+ community-based, school and partner organizations across New York City
- Build and maintain relationships with stakeholders at CUNY opportunity and support programs and other identified campus departments and offices
- Develop, build and promote a professional learning community for CUNY campus and partner organization staff to effectively engage, cultivate, and provide opportunities for knowledge sharing through city-wide and CUNY campus-based events
- Work with CUNY Registrar and CUNY Research Evaluation and Program Support (REPs) to create protocols and mechanisms to share data on student progress and performance with partners
- Create and facilitate professional development sessions with a diversity, equity, and inclusion lens to help support partner organizations using student-level data to advise students

Other Duties

- Other duties as assigned.

Qualifications

Bachelor's degree required.

Preferred Qualifications:

- Five or more years of experience in youth development and/or with partner organizations.
- Experience designing and building complex datasets, spreadsheets, tables, and graphics, conducting in-depth analyses on multiple sources of data, and using sophisticated data models.
- Ability to think strategically.
- Experience with developing and delivering trainings and group facilitation.
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents.
- Ability to communicate effectively with people at all levels from staff to senior leaders.
- Detail oriented and accurate with strong quantitative, analytical, evaluation, and research skills.
- Excellent writing, oral, and interpersonal communication skills.
- Patience and a sense of humor.

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.