
Job Title	Director, College Completion Innovation Fund, K-16 Initiativ
PVN ID	VA-2108-004140
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 15, 2022 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

GENERAL DESCRIPTION

The College Completion Innovation Fund (CCIF) sparks best practices that accelerate college persistence and completion. Working with a consortium of funders dedicated to supporting innovation, CCIF finds and funds forward thinking projects at colleges and CBOs that have the potential to change the landscape of college persistence and completion. In addition, CCIF undertakes research on the field of student needs and experience in order to generate knowledge and spur creative thinking at colleges and CBOs alike. CCIF is an initiative of the CUNY Office of K-16 Initiatives. The CUNY Office of K-16 Initiatives was established in 2016 as the home for a group of new and existing programs that create innovative pathways for young New Yorkers to envision and achieve success. In 2018-19, these programs served more than 100,000 students from more than 600 schools throughout the city. While the programs address a diverse set of needs, they all aim to improve success rates and ease the transition from K-12 schools to college and careers.

The Director, in consultation with key stakeholders, will set goals and strategy for CCIF on an annual basis. ? The Director will ensure that CCIF is able to achieve its goals by engaging a wide range of potential partners, including current and potential funders, CUNY and NYCDOE leaders, and other organizations in the college access and success sector. The Director will lead fundraising efforts, and manage all CCIF programs and activities.

The Director reports to the Deputy Director for K-16 Initiatives at the City University of New York.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director will be responsible for:

- Development and communication to all stakeholders of the vision and strategy for the CCIF, with a focus on increasing equity in post-secondary education and philanthropy
- Developing and implementing a vision to grow research capacity, capabilities, and support tied to fund priorities
- Cultivating local and national funders to support the collaborative fund
- Working with the CCIF Advisory Board, comprised of representatives from all major funders, to structure all components of the annual grant-making process
- Hosting regular convenings of grantees and creating opportunities for them to learn from one another
- Identifying priority areas for research, and for identifying researchers and partner organizations to help accomplish these goals
- Leading strategic communication and community building with grantees, funders, and others in the field
- Supervising and closely collaborating with staff that support CCIF
- Overseeing and reviewing reporting and data for the fund as a whole and for grantees
- Developing annual budgets and monitoring funding and expenses on an ongoing basis

Other Duties

- Represent CCIF at local and national conferences
- Ensure that project goals, tasks, schedule and budget are well defined and maintained
- Maintain confidentiality as required by the project or as directed by supervisors
- Other tasks as requested

Qualifications

Minimum Qualifications

- Bachelor's degree and 8 years of related experience; Master's degree preferred
- Collaborative and innovative approach to working
- Experience in youth policy or education
- Experience in soliciting, selecting and managing external contractors
- Experience in raising funds from philanthropies and donors
- Experience planning and facilitating meetings
- Demonstrated knowledge and expertise of issues related to college readiness, transition, persistence, and completion, particularly for young people from groups underrepresented in higher education
- Supervisory experience
- Ability to engage complex, multiple perspectives, build consensus, and mediate different approaches and viewpoints
- Outstanding oral and written communication skills
- Ability to use data and research findings for continuous program improvement
- Ability to work independently and collaboratively in a fast-paced, demanding and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
- Strong budget management ability

Physical Demands and Environment Requirements

- Ability to travel to other CUNY sites as needed.

EEO Info

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.

Please submit cover letter and resume in application for this position.