

# COMPLETE COLLEGE AMERICA

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## Strategy Director

### Organizational Overview:

Established in 2009, Complete College America (CCA) is a bold national advocate for dramatically increasing college completion rates and closing equity gaps by working with states, systems, institutions, and partners to scale highly effective structural reforms and promote policies that improve student success. CCA has become a national leader in the movement to dramatically increase the percent of individuals with a postsecondary credential. Complete College America is organized as an Alliance of 46 states, territories, and higher education consortia where executives have committed to ambitious goals of increasing college completion rates, tracking progress toward their goals and implementing a set of evidence-based practices or “Game Changers” that have proven to dramatically increase college completion rates. Complete College America believes that the most effective way to achieve dramatic improvements in college completion rates is through the implementation of effective strategies at scale.

Complete College America’s headquarters are located in Indianapolis, Indiana. The selected candidate will have potential for remote work; however, periodic in-office meetings are required.

### Job Description

Reporting to the Vice President, CCA is seeking a dynamic, talented, and energetic Strategy Director that will lead projects and strategies that enable states, systems, and postsecondary institutions to scale strategies. Responsibilities will include the following:

- Manage assigned CCA Alliance states and consortia including stakeholder relationships, consultation, and advocacy
- Serve as a staff lead for the management, development, and acceleration of select CCA student success strategies
- Manage grant-funded projects that implement and scale strategies in states, higher education systems, and institutions
- Develop or identify the most valuable templates and resources for implementation
- Track associated policies that accelerate implementation of CCA strategies
- Assist in generating project reports for funders, senior organizational leadership, and the CCA Board of Directors
- Contribute to national policy, advocacy, and implementation of college completion efforts
- Assist in creating grant proposals
- Perform other job-related duties as assigned

## **Job Qualifications**

An ideal candidate will possess the following skills and experience:

- Master's Degree and/or minimum of five years of work experience in higher education
- Experience with higher education and/or state policy
- Strong oral presentation and written communication skills
- Ability to articulate complex higher education issues in a manner that can be clearly understood by a variety of audiences
- A firm commitment to equity in the workplace and the achievement of equitable outcomes for under-served students
- Expertise and comfort in engaging faculty and staff that serve underrepresented backgrounds, including having complex understanding of the needs of minoritized populations and students from low-income and first-generation backgrounds.
- Experience in training teams, including the creation of templates and documents for action planning
- An innovative, solution-oriented thinker that understands complex systems and has strong relationship-building skill sets that lead to high quality organizational practices and results
- An ability to operate both independently and as a member of a high functioning team
- Acuity in data analysis and utilization of student success metrics
- Willingness to learn and build new skill sets that are important to achieving work objectives
- Extensive understanding of office software to include Microsoft Word, Excel, PowerPoint, and Outlook
- Willingness and ability to travel primarily within an assigned Alliance territory

## **Application Process**

Email resume and cover letter to: [jobs@completecollege.org](mailto:jobs@completecollege.org). Applications will be reviewed, as they are received, until an ideal candidate is identified.

## **Physical Demands**

The position requires very little physical effort. However, during an event, the employee may have to lift boxes with meeting supplies and documents for distribution. Frequent out-of-state travel is required.

Complete College America is committed to providing a safe and secure environment for employees, students, visitors, and stakeholders. As part of this effort, a criminal records check is a condition of employment at Complete College America.

Complete College America is an equal employment opportunity/affirmative action employer.