



## **College Transition Collaborative: Executive Director**

The mission of the College Transition Collaborative (CTC) is to create higher education learning environments that foster equitable student outcomes, by bridging research and practice. The CTC:

- Elevates students' psychological experience of college as a central lens for understanding and improving postsecondary completion, by acting as a bridge between research and practice
- Works with the higher education community to develop, test, and implement evidence-based, scalable tools and practices
- Partners with key intermediaries to scale these approaches and ensure adoption with fidelity across contexts

Our work helps colleges and universities better understand how their students experience college, especially periods of transition or difficulty, and adopt psychologically-informed practices that convey to all students they are valued, respected, and can excel. CTC's work has helped support greater engagement, achievement, and completion for students at diverse colleges and universities across the United States, particularly for traditionally marginalized groups such as students of color, first-generation college students, and students from low-income backgrounds. This is an especially exciting time for the CTC. In our fourth year since our launch, we are uniquely poised to grow and scale our impact, given increasing interest and commitment from higher education institutions, funders, and intermediaries. To learn more, please visit our [website](#).

Reporting to the Governing Board, the Executive Director (ED) will have overall strategic and operational responsibility for CTC's team, programs, expansion, and execution of its mission. The ED will lead a strong and dynamic team with research, implementation, analytics, communications, and operational expertise.

### **We are seeking an Executive Director (ED) who can lead CTC forward toward this exciting growth, and who:**

1. Is a transparent and high integrity leader, with a focus on ensuring CTC is an equitable, high impact, and mission-driven organization.
2. Is passionate about efforts to improve equity for marginalized and underrepresented populations, particularly through an educational and psychological lens.
3. Is energized by the prospect of leading and growing an early-stage organization in a rapidly changing environment, and has experience leading a team to create real social change, ideally in the education field.
4. Can develop a shared vision across a diverse team and set of partners, and can convey this vision to stakeholders in public speaking, written, and other contexts.

5. Can maintain and develop strong funder relationships and successfully cultivate funding from a variety of partner, governmental and philanthropic sources.
6. Is able to motivate and collaborate with researchers, higher education institutional leaders, partner organizations, and team members.
7. Can simultaneously think about the “big picture” and execute on day-to-day management and planning skills.
8. Can exhibit genuine care for team members as individuals and creates a working environment that is responsive to individual strengths and needs.
9. Is able to cultivate an inclusive team culture grounded in CTC values.

**Why work for CTC? Some perks include:**

1. Contribute to mission-oriented work that strives to reduce educational inequality in the U.S.
2. Be involved in cutting-edge research with some of the most prominent social scientists and higher education changemakers in the field.
3. Help build an early-stage organization with room for professional growth.
4. Join a close-knit, friendly team that highly values diversity and inclusion.
5. Great benefits: CTC is part of Stanford University, meaning our employees are eligible for all [Stanford Benefits & Rewards](#).

We welcome and encourage candidates from diverse backgrounds who can bring unique perspectives to the table. No location preference -- candidates in all United States locations are encouraged to apply. This position will include up to 20% travel.

If you would like to apply for this position, please fill out [this form](#). Applications not submitted through the form will not be considered. If you have questions, please email [ctc-hiring@collegetransitioncollaborative.org](mailto:ctc-hiring@collegetransitioncollaborative.org) with the subject line "Hiring - ED Inquiry."

**Detailed Roles and Responsibilities**

- **Leadership & Strategy**
  - **Strategy Development:** Work with CTC leadership and management team to develop a multi-year strategy for the CTC to further its mission
  - **Impact Measurement:** Work with CTC leadership and management team to develop and track success against key metrics
  - **Board Development:** Develop, maintain, and support a strong Governing Board; seek and build board involvement with strategic direction for CTC priorities.
  
- **Organization Operations**
  - **Team and Project Management:** Lead a team of ~10 team members, 30+ researcher affiliates, and external contractors
  - **Organizational Development:** Work with the team to design core organizational structures; establish internal systems and procedures to increase efficiency and effectiveness

- o **Internal Communications:** Work with the leadership and management team to ensure productive communications throughout the team
- **Financial Sustainability:**
  - o **Funding Strategy & Sustainability:** Work with CTC leadership and team to craft a fundraising strategy and targets; Expand CTC's revenue generating and fundraising activities to support existing program operations and growth; Determine the best long-term financial structure and funding strategy for CTC
  - o **Funder Relationships & Development Activities:** Cultivate potential funders, including: identifying funders with aligned strategic interests, preparing fundraising materials, attending meetings with potential funders, and leading the grant-writing process; Maintain a strong relationship with the CTC's primary funders, serving as the main point of contact and keeping the funders apprised of the CTC's activities and engaging these funders in key strategic decision-making conversations, as appropriate
  - o **Budget Management:** Monitor multi-year financial projections; monitor revenue and expenditures; coordinate with funders on financial matters; and ensure CTC stays on budget
  - o **Contracts & Grants Management:** Support the Operations Coordinator in working with Stanford's financial staff, external contractors, and partner institutions to establish contracts and subawards, and ensure that payments, disbursements, contracts, and reimbursements are processed in a timely fashion
- **Relationship Management:**
  - o **Establish School Partnerships:** Work with the senior management team to evaluate and respond to colleges' requests to participate in CTC activities and work with PIs to evaluate potential school partners; represent the CTC with high-level administrators; negotiate and establish collaboration agreements with partner institutions
  - o **Oversee School Partnerships:** Work with the PIs and Director of Research to coordinate with school partners' site teams and CTC research teams; advise research teams working with school partners; review and assess implementation experiences with partners and lead efforts to improve implementation; and maintain strong relationships with the participating colleges
  - o **Oversee Strategic Partnerships:** Identify and evaluate other organizational partnerships for strategic alignment; meet with potential partners and work with the senior management team to vet and negotiate partnerships; draft and manage agreements with partners; collaborate with partners to successfully execute joint strategic initiatives
  - o **Advisory Board:** Identify and build an Advisory Board of relevant stakeholders, and maintain relationships to ensure the continued relevance and appropriateness of CTC's strategy.
- **Outreach & Advocacy**
  - o **Thought leadership:** Proactively share, represent and promote CTC's insights and perspective with partners and relevant stakeholders
  - o **Communications & Advocacy:** Work with CTC Leadership and management team

- to develop and execute a strategy for spreading CTC's research insights and strategies and tools, influencing the national discourse on college completion, and informing policy and practice
- o **External Relations:** Work with the leadership and management team to identify opportunities to showcase the CTC's work; interface with leaders from the practice and policy communities; field external inquiries from the media and other interested parties; attend field-wide events to keep abreast of new developments in college completion and the non-cognitive space, and share information about the CTC
  - o **User Research:** Work with the leadership and management team to oversee team and contractors working on initiatives to understand colleges as users and identify ways of facilitating the adoption, and effective adaptation of proven tools and strategies in diverse institutional settings

### **Experience and Education**

- Five plus years of professional experience in nonprofit organizations, startup, research, institutes of higher education, foundations, policy and/or consulting practices serving the education sector.
- A bachelor's degree is required; a master's (or other advanced) degree, or its equivalent in training and experience is preferred.

Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, driving record.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.