



PROGRAM MANAGER College Forward

Austin, Texas

www.collegeforward.org

ABOUT COLLEGE FORWARD

College Forward is a \$2.6M nonprofit headquartered in Austin, Texas, with offices in Houston, Texas, has 77 employees and provides college access and college persistence services to motivated, economically disadvantaged students, in order to facilitate their transition to college and make the process exciting and rewarding. College Forward's services include orientation to the college experience, preparation for college entrance examinations, assistance with college applications, assistance securing financial aid and college persistence support.

College Forward is locally and nationally recognized as an exemplary service provider and "thought leader" increasingly in demand at national and international colloquia, and receives frequent appeals for consultation and advice. The organization is perfectly positioned at the center of the college completion movement to leverage both reputation and relationships in developing scalable enterprise strategies to exploit this emerging market. More important, College Forward's leadership is bold, entrepreneurial, committed to student success, and aggressive in seeking new ways to enhance the effectiveness and scalability of its programs.

College Forward will pursue a two-pronged approach to scaling its impact:

- 1) Expand its core, nonprofit college access and college persistence programs; and
- 2) Develop social enterprise initiatives that capitalize on emerging and untapped markets. Income from this approach will partially offset the expansion of nonprofit programming.

This strategy will build upon College Forward's core capabilities while diversifying its services, enabling the organization to more rapidly increase the number of students reached by its "best-in-class" program models (from 2,000 in 2010 to 20,787 by 2016) while shifting operational expenses onto partners.

THE OPPORTUNITY

College Forward is seeking to hire a Program Manager to pursue entrepreneurial revenue streams to offset organizational costs. This newly created position will report to the ED and be a member of the leadership team of the agency and have the potential to grow into a COO role. College Forward is embarking on a new model that shifts from a social service delivery model to the creation of a true economic development model. In the future partnerships with businesses and private investors are being created to enable them to underwrite and participate in this model. This position, along with the leadership team, will help focus this effort both within the organization and externally in the Greater Austin area.

Program Manager

The Program Manager is responsible for the strategic direction and implementation of College Forward's economic development programming which includes targeting external business partners and external investors for participation in this innovative service. This Manager will provide an overall program plan and be responsible for the implementation of community economic development.

Essential Job Duties Include

Understands the impact and importance of economic development for College Forward; Initiates and directs College Forward's economic development initiatives; Spreads the economic development concept among community and business leaders; Identifies economic development opportunities and partners

4131 Spicewood Springs Road, #E-1 | Austin, Texas 78759 | 512. 457.0883
www.intersourcerecruiting.com



among community and business leaders; Develops internal implementation strategies for economic development opportunities; Researches new methods and best practices around the world and determines feasibility for College Forward economic development programs; Works with the agency's marketing and communication efforts to craft and disseminate messaging about economic development; Utilizes personal influence to mobilize co-workers and the community to move the initiative forward; May work closely with volunteer and Board committees regarding economic development programs; Develops and maintains relationships with decision makers in the business community; Provides the direction and leadership for economic development as part of the organization's leadership team.

Qualifications and Personal Characteristics

For consideration, individuals should possess significant experience directly related to the creation of jobs in an economic sector. Experience in and being a part of a team that has worked with banks, investors, foundations, governmental bodies, and the business community on economic partnerships is required. A Bachelor's Degree is required. A demonstrated record of accomplishment in creating and implementing sustained growth strategies in economic development in a nonprofit or corporate environment is required. Finally, the successful candidate must possess the ability to work with the community College Forward serves.

Additional background, skills and characteristics sought includes:

- Ability to develop and communicate a vision, combined with strong strategic and tactical skills;
- Combination of financial and program management;
- Demonstrated ability to work well with a Board using inclusive style and consensus orientation;
- Proven people management experience, including the ability to develop relationships and work in a team environment;
- Highest level of character and integrity, combined with a strong sense of fiduciary duty;
- Intellect and toughness to lead an unprecedented growth opportunity;
- Imagination and charisma to excite and motivate all constituents;
- Excellent oral, written and listening communications skills, including strong presentation skills;
- Ability and desire to be an individual contributor, an "out front" leader and a "behind the scenes" player as the situation, relationship and environment dictate;
- Ability to challenge diplomatically the status quo and to propel oneself, the organization and the community to ever-greater levels of success.

COMPENSATION

College Forward would like to contract with the successful candidate for a one year period of time. This format would allow both parties the ability to evaluate the effectiveness of this unique partnership. The compensation package will be determined based upon the background, skills and ability.

APPLICATION

Confidentiality of information shared from candidates interested in this position will be guaranteed and information will not be shared until there is mutual agreement among both the candidate and the client. For further information about this opportunity please contact: Patti Halladay, InterSource Recruiting, patti@intersourcerecruiting.com