



Director of NH Alliance for College & Career Readiness Job Description
Released: June 4, 2019

Who We Are

[The NH Alliance for College and Career Readiness](#) is a coalition of organizations representing K-12, post-secondary education, nonprofit, and business and industry sectors, with the shared goal of college and career readiness for all students. It is unique in its vision of harnessing community-level insights, experiences, and innovations to work in concert with system-wide strategy, research, analysis, and implementation.

Reaching Higher NH (RHNH) is a nonpartisan 501c3 public education policy and community engagement resource for New Hampshire parents, students, educators, and elected officials. Our mission is to provide all New Hampshire children with the opportunity to prepare for college, for immediate careers, and for the challenges and opportunities of life in 21st century NH, by serving as a public education policy and community engagement resource for New Hampshire families, educators, and elected officials. We believe that strong public schools are the foundation of thriving communities and community engagement in public education is essential to the wellbeing of our students - and all of us. Founded in 2015, RHNH is NH's leading resource for K-12 policy and deep community engagement in our schools. RHNH serves as the backbone organization for The Alliance and is a member of its Steering Committee. The Alliance is part of the New England Alliance for College and Career Readiness, funded by the Nellie Mae Education Foundation.

The Alliance is looking for its next Director. Read below to learn more.

Application and Hiring Timeline

Qualified applicants are encouraged to apply as soon as possible. Application review will be immediate and ongoing. This full-time position can begin as early as July or August 2019, with potential for on-ramping in June and/or early-July.

What You'll Do

The Director of the NH Alliance for College and Career Readiness will play an essential role in:

- Leading the work and convenings of a statewide Alliance of grassroots and grasstops education and workforce development policy leaders;

- Connecting the Alliance with key state and local influencers, ensuring that their perspectives, interests, and needs are factored into the work and priorities of the Alliance;
- Overseeing and supporting the work of any working groups (e.g. community engagement, and policy) formed within the Alliance; and
- Recruiting and serving as the point-person and connector for a smaller contingent of innovative community-led college and career (CCR) initiatives; and, leading the planning of an annual workshop in support of those community-based CCR initiatives.

Accordingly, the Director of the NH Alliance for College and Career Readiness will:

- Work in close collaboration with current members of the Alliance Steering Committee and Reaching Higher NH staff to identify and recruit new Alliance members on an ongoing basis;
- Continually work to ensure that the Alliance is diverse, inclusive, mission-focused, and productive, placing strong emphasis on recruiting and fully supporting members from underrepresented constituencies, including students from lower-income families, those with disabilities, students of color, and newcomers.
- Help guide the Alliance in the setting of shared and strategic policy priorities;
- Help guide the Alliance in the formation, and regular and productive convening of, a small set of key working groups;
- Ensure the broader Alliance has regular (quarterly), purposeful, inclusive, and productive convenings;
- Oversee all elements of the planning and implementation of the Alliance's annual workshop in support of community-driven CCR initiatives;
- Serve as a primary point person in related check-ins with, and reporting to, the funders of this work;
- Plan trainings and workshops in support of furthering the Alliance's policy priorities, as necessary and appropriate. Trainings may include policy-related briefings, legislative engagement workshops, and communications trainings;
- Keep comprehensive records of contacts, meetings, and follow-ups, ensuring all relevant information is incorporated into Reaching Higher's CRM;
- Establish and maintain regular check-in's with the Steering Committee leadership;
- Forge strong, trusting, and respectful relationships with each member of the Alliance, serving as professional and committed representative and guide at all times; and,
- Other duties, as appropriate and assigned.

What You Bring

We are looking for awesome people. Bring us your diverse backgrounds and experiences. If you are moved by our mission, and are motivated to make sure each and every child in NH has the opportunity to reach their fullest potential through an exceptional public education -- apply. And, you'll feel at home here if you love being a part of a community of learners, enjoy working hard

-- but with purpose and vision -- and bring dedication, humility, and humor to the challenges you encounter.

Additional Qualifications Include:

- A minimum of five years of professional experience.
- Demonstrated experience in stakeholder engagement, with a clear track record of building bridges between a diversity of constituencies and interest groups.
- Bonus points for teaching or administration experience in NH schools.
- Strong familiarity with education and workforce issues across the NH landscape.
- Strong experience planning and facilitating meetings, events, and projects.
- Experience with grant-reporting and deliverables tracking.
- Strong ability to work in a number of contexts: independently, as part of a coalition, and under direct supervision.
- An overall startup mentality – flexibility, adaptability, commitment and energy –and enthusiasm for working as part of a close, dedicated team.

Additional Requirements:

Must have a vehicle and valid driver's license.

Salary and Exempt Status:

This grant funded, full-time, exempt position has a competitive annual salary between \$60,000 - \$70,000 depending on experience, and excellent benefits.

Application Process:

To apply, please send each of the following to Evelyn Aissa at evelyn@reachinghighernh.org **as soon as possible-- interviews will begin immediately**: resume, cover letter, and one writing sample. Incomplete applications will not be considered. **No phone calls, please.**

Reaching Higher NH is committed to creating a diverse and inclusive environment. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.