



## PROGRAM MANAGER POSITION ANNOUNCEMENT

Founded in 1993, **ALABAMA POSSIBLE** is a statewide nonprofit organization that breaks down barriers to prosperity through advocacy, education, and collaboration. Our research-driven work connects Alabamians and equips them with resources to build a stronger Alabama. We also influence public policy so that all Alabamians have equal opportunities to lead prosperous lives.

Alabama has coalesced around **Success Plus** and its target of adding 500,000 individuals with valuable postsecondary credentials to the workforce by 2025.

Building on Alabama Possible's success with the statewide **Cash for College** FAFSA completion campaign, we serve as the backbone organization for the **Alabama College Attainment Network**. The Alabama College Attainment Network breaks down barriers to increase college readiness, access, and completion in Alabama, particularly among low-income students, first-generation college-going students, and students of color.

Alabama Possible will provide capacity building, technical assistance, consulting, workshops, training, conferences, advocacy, and research to educators, community-based organizations, and policymakers to drive equitable increases in postsecondary attainment.

We bring the following values to our work:

- **College is postsecondary education.** College is education after high school that results in the attainment of valuable postsecondary credentials, including professional/technical certificates and academic degrees.
- **College is a necessity.** Most career pathways require college credentials.
- **College is for everyone.** College attainment rates among low-income students and students of color are significantly lower than those of other students. The Alabama College Attainment Network commits to closing these gaps.
- **College is a public good.** Postsecondary educational opportunity and attainment are critical to a just and equitable society, strong economy, and healthy communities.

The **program manager** will provide strategic insight to Alabama Possible's college attainment work by developing pathways and partnerships involving K-12 students, families, high schools, two- and four-year colleges, and community-based organizations. The program manager will report to the program director and may supervise independent contractors, interns, and volunteers.

**Responsibilities include:**

- Developing and executing project work plans and revising as appropriate to meet changing needs and requirements.
- Managing the Alabama College Campaign in partnership with the Alabama State Department of Education and other stakeholders.
- Preparing written communications, including producing reports, presentations, online communication, and other publications.
- Presenting at meetings and conferences.
- Serving as relationship manager with current and prospective partners, with particular focus on K-12 educators and community-based college access programs.
- Seeking out opportunities to leverage partnerships to increase college access and success.
- Providing assistance to students, families, and educators on key aspects of the college-going process, including the Free Application for Federal Student Aid (FAFSA).
- Planning, managing, and evaluating program-related events.
- Enthusiastically performing other duties as assigned.

**Requirements include:****KEY COMPETENCIES AND SKILLS**

- Demonstrated ability to foster collective leadership across institutions and sectors.
- Planning and organizational skills, including project management.
- Vision and demonstrated ability to develop, promote, and deliver positive results in a fast-paced environment.
- Excellent communication (verbal and written) and interpersonal skills. Ability to deliver effective presentations.
- Effective problem-solving skills.
- Ability to work independently and make appropriate decisions with limited direction.
- Meticulous attention to detail.
- Willingness to work weekends and evenings and travel throughout Alabama as needed.

**EDUCATION, JOB KNOWLEDGE, AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree and three years of full-time, professional work experience.
- Demonstrated ability to build genuine, reciprocal relationships with educators, community leaders, students, and families.
- Prior experience supporting historically underrepresented students' journeys to and through postsecondary education. Strong knowledge of the FAFSA and financial aid preferred.
- Team orientation with a strong work ethic.
- High levels of resourcefulness, critical thinking, and creative problem-solving.
- Friend of technology who can learn and use software platforms competently; hands-on experience with MacOS environments; and exceptional Microsoft Office skills.
- Possession of a valid driver's license, a reliable car, and proof of auto liability coverage with minimum limits of \$100,000 per person/\$300,000 per incident.
- Complete and pass all background checks and clearances.

## **Compensation**

- \$35-48,000/year commensurate with experience.
- Health and dental insurance provided by the organization; vision coverage also available.
- Simple IRA with 3 percent matching contributions after a waiting period.
- Long-term disability insurance after a waiting period.
- Generous vacation, sick leave, and paid holiday schedule.
- Ample professional development opportunities.

## **Equal Opportunity Employer and Service Provider**

Alabama Possible is an equal opportunity employer and service provider. It is our policy to recruit, hire, train and promote/serve persons without regard to race, religion, color, sex, age, national origin, marital status, disability, sexual orientation, political ideology, veteran status, or any other classification protected by local, state or federal law. All staff and volunteers will adhere to all anti-discrimination policies and procedures. AP will make reasonable accommodations for individuals with known disabilities as long as they do not create an undue burden in accordance with local, state, and federal law.