

Position Description

Employer: San Francisco Education Fund
Industry: Nonprofit/Education
Function: Program Management
Job Title: Postsecondary Success Program (PSP) Manager
Location: San Francisco, CA

Organization Overview

The San Francisco Education Fund is the largest non-profit organization dedicated to strengthening San Francisco's public schools, providing programs and services that impact more than 30,000 students per year. The Education Fund uniquely delivers a breadth of innovative programs that engage youth in strengthening schools, mobilize thousands of community volunteers and corporate partners, and provide support and professional development to teachers. Our programming focuses on one goal: to improve student success in San Francisco public schools. By centralizing broad community efforts, the Education Fund catalyzes change at individual school sites while also contributing to district-wide reform efforts. Through research, policy development, and pilot programs, the Education Fund aims to incubate, prove, and disseminate innovative approaches to improving long-term student success.

As San Franciscans, we are privileged to live and work in a world-class city, but public education in San Francisco cannot be world-class and serve every child equally without the passion, engagement, and resources of our collective community. This belief is the foundation upon which the Education Fund was established, and it is also the conviction that continues to drive our work and commitment to San Francisco schools. Additional information about the Education Fund can be found at www.sfedfund.org.

Position Overview

The Postsecondary Success Program (PSP) Manager position is ideal for an experienced leader committed to educational excellence postsecondary readiness through data informed collaboration in support of high school students. The PSP Manager is responsible for the management of strategic priorities to build college going cultures and support at three SFUSD high schools. She/he coordinates the project management of these outcomes with school administrators, counselors, teachers, and support staff; community based organizations; local colleges; city agencies; and internal Education Fund programs. The PSP Manager works with the Director of Strategic Partnerships to replicate best practices and achieve policy and practice changes city-wide.

Responsibilities

- Manage overall design, delivery, and evaluation of the program according to program goals & objectives (including oversight, management, and/or implementation of each project).
- Manage the partnerships between school staff, community based organizations, local college reps, and other out of school partners at three high school sites.
- Manage the collection, governance, and sharing of data within the partnership.
- Work with Director of Strategic Partnerships to coordinate Education Fund programs including volunteer and youth engagement and professional development to support postsecondary outcomes at three schools.



- Support Director of Strategic Partnerships with replicating best practices, removing institutional barriers, representing the program externally and in support of development.
- Manage the sharing of research and information within the partnership.
- Participate as an integral member of the Education Fund staff responsible for collaborating to achieve organizational goals and priorities, including by sharing best practices developed within the program.

Qualifications

Required Qualifications: Minimum five years experience in program management; track record of successfully managing programs – ideally in education – in a climate of growth and change while still maintaining fidelity to program goals and budgets; Strong experience in project management, group facilitation, relationship cultivation, data analysis, program evaluation, and partnership cultivation; Excellent public-speaking and communication skills; Superb organizational and interpersonal skills with an ability to work under pressure and diplomatically prioritize sometimes conflicting demands; Facility with Microsoft Office and PowerPoint; knowledge of databases.

Desired Qualifications: Interest in and commitment to public education and equitable outcomes for all students, with an emphasis on low-income communities of color; familiarity with online and data platforms. Masters in Education, non-profit management, or related field encouraged. Candidates of color are encouraged to apply.

Conditions

The Postsecondary Success Program Manager is expected to work during normal office business hours. The PSP Manager is also expected to be flexible in his/her work schedule to address aspects of the Program which may occur during occasional evenings and/or weekends. A spirit of generosity and an entrepreneurial attitude is necessary for success in this position. Because the PSP Manager will represent the Education Fund to many of our constituents, he/she must also be welcoming, tolerant, creative, and understanding of the importance of listening to and engaging people with a wide range of personalities and cultural backgrounds.

Compensation and Start Date

The Education Fund provides a competitive salary and benefits package, including generous vacation, medical, dental, vision, short-term and long-term disability, a 403(b) retirement plan and other fringe benefits. Salary range: \$50,000 to \$62,000 based on experience.

Preferred Start Date: ASAP

To Apply

AA/EOE. No phone calls, please. Email cover letter and resume (preferably as one Word document or PDF file) to hr@sfedfund.org with “PSP Manager” in the subject line. Resumes submitted without cover letters will not be reviewed. This position will remain open until filled; complete applications will be reviewed as they are received.