Interim Director, College & Career Programs
Job Announcement

The mission of the “I Have A Dream” program is to empower children from low-income communities (Dreamer Scholars) to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance.

The Interim Director of College & Career Programs supports high school students in their exploration of and access to postsecondary options, and college-aged students in their postsecondary persistence. They will oversee the strategy and execution behind “I Have A Dream’s” pre-collegiate, postsecondary, and career readiness programming. This position supervises one full-time staff member (College & Career Program Coordinator). Position is full-time exempt and reports to the Vice President of Programs.

PRIMARY RESPONSIBILITIES
● Provide case management support to approximately 100 (and exponentially growing) Dreamer Scholars and partner students of college age. Reflecting “I Have A Dream’s” whole-student approach, this may include a range of topics, spanning from financial support to socio-emotional support. Connect them to campus and career resources as needed.
● Oversee design and implementation of comprehensive postsecondary programming for Dreamer Scholars, partner students, and families – tailored to multiple postsecondary options such as: a traditional 4-year path, 2-year path, certificate, or vocational program.
● Maintain careful records of all postsecondary Dreamers and partner students including current education, milestone completion, scholarships earned and funds remaining, and career status.
● Coordinate applications and fund disbursements for the various scholarships offered by “I Have A Dream.” Keep careful records of the source, amount, and utilization of scholarships to date. Partner with the Finance Team to ensure scholarship disbursements are processed in a timely manner.
● Ensure that high school students interested in postsecondary pathways are completing major milestones such as: HEAR requirements, SAT, college lists and applications, FAFSA, and more. Meet biweekly with 11th grade students to provide 1:1 or group support regarding these topics. Plan and execute events/workshops for Dreamer Scholars and partner students to meet these goals.
● Provide college checklists to 12th grade students pursuing postsecondary pathways and ensure they are being met – inclusive of a traditional 4-year, 2-year, or vocational/certificate pathway.
● Lead coordination and execution of pre-collegiate programs such as Saturday Academies and CU Boulder Residential Program. This includes lesson planning, event planning, and strategic partnerships work.
● Maintain partnerships with organizations or professionals aiding in this work, such as: SAT instructors, FAFSA completion professionals, CU Boulder Pre-Collegiate staffers, and more.
● Assist internship program contractor with the marketing of this program and student recruitment. Survey student interest and aid in the interview matching and position matching process.
● Partner with Development team to provide donor reports. Attend key donor and sponsor meetings.
● Some weekend and evening hours required

REQUIREMENTS
● Committed to IHDF’s organizational values: Equity, Holistic Support, Community, Commitment, and Integrity
● Experience working with historically marginalized communities in postsecondary context
● Undergraduate degree in education, social work, human services or related field
● Past group facilitation experience
● Strong organizational, oral and written communication, and record keeping
● Reliable transportation, good driving record, and insurance
● Bilingual, Spanish

COMPENSATION:
● Competitive salary, commensurate with experience
● Employer pays 75% of employee premium for medical and dental insurance
● Employer paid life and short-term disability insurance
● Flexible Spending Benefit Plan
● 403b retirement plan (employer contributes 3% of annual salary)
● 15 days of accrued vacation, 10 days of sick and 11 holidays

Please e-mail a cover letter, resume and salary requirements to: hr@ihaveadreamboulder.org. No phone calls please.

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