

Position: Director of College Initiatives

Reports To: Vice President of Program and Professional Development

The Director of College Initiatives provides leadership, support and professional development for college success professionals as directed by the priorities of the Council. Working closely with the Vice President of Program and Professional Development (PPD) and other members of the PPD team, the Director will play an integral role in the creation and execution of various programs and services to support personnel working with low-income, first-generation students and students with disabilities on college campuses.

Specific Responsibilities:

- Coordinate and facilitate professional development for college audiences, particularly educational opportunity program professionals;
- Respond to constituent needs with support & assistance as needed;
- Facilitate professional development on various topics including grant writing, program management, compliance and other topics as needed;
- Provide support for the Annual Conference, Policy Seminar, Proposal Writing Workshops, and the other conferences and initiatives of the Council;
- Coordinate various branding and advertising of professional development with the communication's division; and
- Other duties as assigned

Position Requirements:

- Bachelor's degree required; Master's degree preferred
- At least 3 years' experience working in a TRIO college success program
- Experience with and a track record of successful grant writing
- Excellent oral and written communications ability
- Strong organizational skills
- Computer skills, including proficiency with Microsoft Office applications
- Ability to relate to and communicate with diverse groups of individuals as a trusted team player.
- Ability to travel for professional development trainings, conferences, and other activities