



JOB DESCRIPTION
Philadelphia College Access and Success Ecosystem
Senior Manager, Collaborations and Partnerships

Founded in 1985, for more than 30 years, the Philadelphia Education Fund (PEF) has been opening pathways to college and career success for Philadelphia students. We offer students, educators, and school districts a diverse portfolio of programs to support equitable access to postsecondary opportunities for students attending under-resourced schools. Current programming targets Philadelphia public school students from middle grades through college completion.

The mission of the [Philadelphia Education Fund](#) is to drive exceptional outcomes for all students by developing great teachers and building paths to college and career success. Each year, PEF serves approximately 4,000 students and 1,200 educators through our College Access Program, Philadelphia Scholars Last Dollar Scholarship, Philadelphia Postsecondary Success Program, PhillyGoes2College online portal, Spark Philadelphia, Fostering College Readiness and the McKinney Center for STEM Education.

The Philadelphia Education Fund seeks a **Senior Manager for Collaborations and Partnerships** to support the backbone organizational functions of the [Philadelphia College Access and Success Ecosystem](#), a citywide initiative that aims to improve upon current Philadelphia high school completion and college success measures by harnessing the power of the collective.

Working alongside the robust community of college and career access and success providers in Philadelphia, the Ecosystem's goals are to increase collaboration, reduce duplication of services, and identify gaps in programming to the benefit of Philadelphia's students. As the backbone organization, PEF's Senior Manager for Collaborations and Partnerships will work with the collective to set the vision and mission, facilitate communication among Ecosystem members, and ensure the collective's focus on its aim to improve student outcomes.

CORE AREAS OF RESPONSIBILITY

Facilitation and Stakeholder Management:

- Serving as accountable lead in the formation of the Ecosystem, including recruiting or confirming Steering Committee members, building out the Ecosystem membership, coordinating partnership with the School District of Philadelphia, and establishing initial workgroups;
- Build the Backbone's identity as a respected, neutral convener among a broad spectrum of local stakeholders
- Cultivate excellent working relationships with School District leadership, peer providers and community leaders committed to the Ecosystem's work in a way that can inspire collective action without formal authority
- Ensure effective facilitation of all Work Group and Strategy Group meetings, and provide regular reports on group progress against goals and indicators
- Help identify and recruit additional cross-sector stakeholders to participate in the College Access and Success Ecosystem work
- Identifying and pursuing potential funding sources to support the Ecosystem's goals and priorities;
- Developing relationships with potential funders and participating in relevant networks.
- Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions;
- Coordinating with other projects and coalitions in the same field to maintain a full understanding of the current landscape;
- Building and maintaining relationships with community partners.

Supporting Steering Committee and Workgroup meetings:

- Providing support to Steering Committee and Workgroup co-chairs to facilitate meetings, assisting in preparation of meeting materials, etc.;
- Providing regular reports on progress against goals and indicators; and
- Building and maintaining relationships with Executive Committee, Steering Committee, Workgroup co-chairs, and Workgroup members.

- Providing direction and support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals);
- Acting as a neutral arbiter and helping resolve disputes or disagreements in direction among workgroups and Steering Committee.

Communications:

- Communicating the objectives of the College Access and Success Ecosystem to the community and potential partners, including sharing the Common Agenda, Blueprint, or other collateral;
- Creating or managing creation of yearly summary reports of Ecosystem progress for Steering Committee and external audiences; and
- Support developing communications materials as Ecosystem evolves, potentially including summary documents, brochures, FAQs, and other items; developing web and social media strategy; and creating press strategy, including drafting press releases, coordinating with media outlets.

Shared Strategy and Measurement:

- Oversee the development of an agreed-upon strategies that will drive transformative change in the region
- Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement;
- Coordinating indicator refinement with workgroups and Steering Committee;
- Ensuring all partners are aware of targets and indicators;
- Supporting the work of the evaluator in informing program design, strategic approach and methods for data collection and analysis.

QUALIFICATIONS

The successful candidate will be able to demonstrate a commitment to PEF’s mission and:

- At least 5-7 years of relevant work experience, including at least 3 years managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment
- At least three years of fundraising experience and demonstrated success in cultivating funder relationships
- The executive presence to inspire confidence in both internal and external audiences;
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons
- Strong data acumen and ability to oversee complex shared-measurement systems
- Strong facilitation and presentation skills
- Experience with complex project management and stakeholder management
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives
- Outstanding communication and interpersonal skills
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment
- A can-do, will-do attitude when faced with obstacles and challenges.

DESIRED QUALIFICATIONS

- Advanced degree in business, education, policy, or related field
- Experience in a start-up environment;
- Familiarity with the Philadelphia college access and success landscape
- Established and positive relationships with relevant department leaders at the School District of Philadelphia

Reporting:

This position reports to the President & CEO.

Applying:

Please submit cover letter and resume to: info@philaedfund.org.