Believe in Students

College is a main route out of poverty, a cornerstone in the building of a great society, and a key hiring prerequisite for many employers. And yet, far too many students are facing poverty during college, requiring them to spend time ensuring their basic needs are met and keeping them from completing their degrees. Believe in Students is the nation’s only non-profit organization focused exclusively on helping college students meet their basic living expenses. We do this work by listening when students tell us what they need, and then developing innovative solutions that are grounded in evidence, sustainability, and the potential for scale.

Headquartered in Philadelphia, PA, Believe in Students works with students and faculty members across the country. We offer a remote work environment; strong applicants from across the country are welcomed.

*We are passionate about breaking down barriers and addressing the systemic inequities that many students face to ensure all students have their basic needs met so that they can learn and thrive.*

**Role Summary**
This role will help provide strategic direction for Believe in Students by leading all programmatic efforts, managing partnerships, and helping to build internal culture and process. The Program Director will serve as a key partner to the Executive Director and will be given primary oversight responsibilities for all program and student services of the organization.

This position will supervise one full-time employee (Project Manager); will have a dotted-line relationship with the communications manager related to student storytelling efforts; and will have the opportunity to directly or indirectly manage student interns as the program develops.

**Responsibilities**
The Program Director will lead all existing programming; in addition, the role will offer ample opportunity for identifying and developing innovative impact strategies for the organization. Key aspects of the role include:

**FAST Fund Training and Development**
The FAST Fund is the flagship effort of Believe in Students. It is the single heaviest program lift, and it is also the broadest reach in terms of brand recognition. The Program Director will come to understand the vision, and then have responsibility for designing and developing a plan to lead the project into that vision.
- Work with Executive Director and Project Manager to support existing FAST Fund sites
- Help inform development of the first FAST Fund Impact Report, for release in late summer/early fall 2022
- Evolve and clarify FAST Fund theory of change, program design, and resources and tools for support
- Create and lead an education plan to help FAST Fund sites expand faculty knowledge and resources to support student basic needs
- Design, test, and build student engagement components into our FAST Fund work

**Student Network Development and Management**

We see a key need for institutions and policymakers to redesign policy and practice to support today's college students, yet far too many folks in power still do not understand who today’s students are. The Program Director will help clarify our best opportunities to engage students as leaders in this space, and strategies for lifting voices to affect change.

- Support existing student leadership and storytelling efforts, including opportunities to elevate student voices via the #RealCollege movement, especially the fall 2022 conference
- Clarify and define the goals and objectives for this work in alignment with our theory of change and organizational strategy, and help build approach
- Develop the student storytelling plan and work with internal team to manage the execution and promotion of student stories
- Work with comms coordinator to shape student engagement in the #RealCollege blog, a potential next-stage podcast series, and help manage and drive recruitment of student storytellers and advocates

**Strategy and Partnerships**

The Program Director will be a key thought partner to the Executive Director in developing the organization’s strategy, tactics, and impact measures. They will help set annual goals and objectives; help determine the course of action; and manage and develop key partnerships to advance our work.

- Manage and develop our partnership with the Hope Center. This may involve project management and development; creating, leading, or participating in reports, guides, webinars, or other work that advances the #RealCollege movement; or providing leadership or advising for specific initiatives such as the #RealCollege conference.
- Lead other partnerships with those in the field, and identify, cultivate, build, and expand partnerships that both help elevate our brand and allow us to expand our impact efficiently, without needing to add substantial new staff and capabilities.
- Develop and manage the key performance indicators that serve as benchmarks and metrics of success for our work. This will include the creation and management of processes and reporting tools to track and communicate about our impact
- Participate with the Executive Director and Board of Directors in a strategic planning process to help clarify the organization’s strategy, tactics, and goals as we engage in that work.

**Critical Skills**

To perform this job successfully, an individual must be an experienced leader, a strong project manager, and the kind of person who can create a strong, executable plans based on a vision for success. Other important skills and attributes include:

- At least 10 years of professional experience, ideally in the college access and success or higher education space
- Experience with managing people
- Ability to manage self and others in a remote work environment
- Commitment to an equitable, inclusive work space
- Proficient in Microsoft Office suite
- Familiar with or able to use Asana project management tools
- Comfort with a nimble but strategic environment where systems are developing and tactics may shift as conditions on the ground change
- Ability to track and respond to a large number of moving projects and partnerships, especially as the FAST Fund network expands

**Compensation:** Anticipated starting salary of $70,000-$80,000, with some ability to move for a candidate with experience and knowledge that can advance the organization quickly. In addition, the following benefits are offered:

- Health insurance: base level is provided with 99% of employee premium covered by BIS. Dental and vision insurance are also offered. Details will be provided during the interview process. We also offer an office allowance as all employees are working remotely. Holidays and 3 weeks of PTO, with some flexibility in work schedules to allow employees to manage work and life responsibilities.

**How to Apply:** Please submit your resume and cover letter to hsievers@believeinstudents.org.