



Mid-Atlantic Success Program Manager

ABOUT THE ORGANIZATION

Let's Get Ready (LGR) is an innovative, growing nonprofit that provides high school students from low-income backgrounds with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, LGR has grown to serve roughly 9,000 high school students annually through more than 80 programs from Philadelphia, Pennsylvania to Portland, Maine. With the tutoring and mentoring power of almost 10,000 college students, Let's Get Ready has assisted more than 25,000 high school students through the college-going process since 1998. LGR operates out of its headquarters in NYC and a regional office in Boston with a \$4 million budget and a staff of 28. LGR plans to significantly grow the number of students served over the next three years.

LGR uses a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. LGR supports students beginning in their junior year of high school and continues to support students' transition to and ultimate success in college, leveraging a near-peer model throughout the high school and college experience by pairing students with college peers who can help them prepare for the SAT, navigate the college application process and then adjust, adapt, and succeed through to graduation. LGR high school students are extraordinarily successful with 92% of them gaining admission to college. LGR college students graduate at 5 times the national average for students from low-income backgrounds.

For more information, visit www.letsgetready.org.

ABOUT THE POSITION

Success Program Managers play a critical role in the success of our students by hiring, training and managing a cohort of paid, college student mentors called Success Coaches. Each Coach has a caseload of first and second year college students who they ensure meet a rigorous engagement benchmark and make progress toward key college persistence milestones with the ultimate goal of college graduation. Program Managers practice outcomes-oriented remote management of these Coaches through weekly calls and by managing GSuite, Salesforce, and Signal Vine, among other systems. With a sharp focus on quality and depth of student engagement, Success Program Managers are the primary drivers of Let's Get Ready's College Success Program.

The position is based in New York City and reports to the Managing Director of Program for the Mid-Atlantic Region. It is a great growth opportunity for an individual with initiative and a commitment to educational equity.

Travel to college campuses across New York, New Jersey, Pennsylvania and Connecticut will be required. Additionally evening and weekend work is occasionally required for events.

Specific responsibilities include, but are not limited to:

- **Success Site Management:**
 - Recruit, hire, and train Success Coaches for a caseload of Campus-Based Peer Success sites
 - Manage a cohort of Success Coaches to achieve student engagement and organizational outcomes
 - Support, lead and inspire Success Coaches in relationship building and mentoring best-practices
 - Track and drive student engagement and progress towards key college persistence milestones with the ultimate goal of college graduation
 - Build relationships with administrators at college and university partners
 - Oversee and perform administrative and logistical support functions

- **Ongoing Program Quality & Improvement:**
 - Assist in the development and refinement of interventions and Coach management strategies to ensure all students persist and graduate from college
 - Collaborate with LGR's program team to ensure a strong student pipeline across all programs
 - Maintain a strong working knowledge of trends in the College Success field including best-practices for supporting college student persistence

- **Student Support:**
 - Provide students with personalized guidance, information, and reminders as needed through text, phone and occasionally in-person
 - Lead student workshops and events including topics such as transitioning to college, career readiness, financial aid renewal, and scholarship information

CANDIDATE REQUIREMENTS

The ideal candidate will possess the following qualifications:

- A genuine passion for and commitment to LGR's mission
- Related work experience, including college access or success direct student advising
- Experience developing trusting relationships with and/or managing college students
- Demonstrates a solutions-oriented approach, an enthusiastic response to challenges, and flexibility and adaptability in a changing organization
- Proven project and/or people management skills
- Excellent written and oral communication, organizational and interpersonal skills
- Belief that a diverse and inclusive environment will produce the most impact for LGR's students; an ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- Bachelor's degree required

Let's Get Ready is an equal opportunity employer and welcomes candidates from diverse backgrounds.

*Email resume, cover letter, and salary requirements to careers@letsgetready.org and include **Mid Atlantic College Success Program Manager** in the subject line.*