



Associate Director of Pre-Matriculation Programs

ABOUT THE ORGANIZATION

Let's Get Ready (LGR) envisions a future when students from all socioeconomic backgrounds have the support they need to attain a college education. Through an innovative program model that stands apart from other college access and success programs, LGR serves more than 13,000 students annually from Philadelphia to Maine, and engages more than 150 college students as paid near-peer coaches, most of whom are former participants in the program. There is no nomination process or academic requirements for participation in Let's Get Ready programs. Any student who expresses interest is eligible for services, with students from low-income backgrounds or who are first-generation-to-college given priority. Overall, 89% of LGR students are students of color, 80% are eligible for free or reduced price lunch, and 71% are the first in their family to attend college. All components of the organization's programs are designed with this population and the requisite cultural competence in mind.

To learn more about LGR's program model and impact, please see our latest [Impact Report](#).

Let's Get Ready has been in operation for nearly 25 years; the organization has an annual budget of \$3 million and a staff of 18, who work remotely but have access to office spaces in New York City and Boston. Traditionally we have served students in our Northeast footprint - from Pennsylvania to Maine - but with the recent pivot toward a fully virtual program model we now serve students in 22 states across the country. We have just launched a Strategic Plan outlining a roadmap for growth and impact, including significant increases in students served and growing the team of full-time staff to 29. We aim to serve 25,000 students annually by 2025, which will almost double the number of students served on an annual basis. These increases will include students in our existing hubs: Greater Boston, New York City, and Philadelphia, as well as significant growth in students from rural communities, and other geographies across the country. We are simultaneously focused on increasing the revenue, visibility and focus on values necessary to support this future growth.

For more information, visit www.letsgetready.org

ABOUT THE POSITION

As we grow to meet the goals of our strategic plan, the person in this new role will lead a recently redesigned pre-matriculation program team and will continue to collaboratively build out systems and structures to ensure team success toward goals. Reporting to the Managing Director of Programs and supervising a team of Program Managers and coaches, the Associate Director of Pre-Matriculation Programs is responsible for high-quality management, implementation and strategic expansion of Let's Get Ready's near-peer based Access and Transition programs. The person in this role coordinates and aligns with members of the national program team and peers to effectively implement, assess, and refine our model and strategy.

Specific responsibilities include, but are not limited to:

Program Management

- Lead, motivate, and guide a highly-effective team (3-5) of full-time staff to achieve increases in enrollment, retention, engagement, and impact.
- Provide ongoing feedback to promote team members' development and use performance evaluations to identify key growth and support areas.
- Ensure programs and operational goals are on track as defined by national standards

- Observe programs in action through virtual site visits and management visits by using nationally-developed tools to evaluate quality and provide actionable feedback for improvement and program growth.

Coach Support

- Provide holistic support/management to a caseload of coaches (approximately 5-7) serving students through the college application process.

Development & External Relations

- Serve as external program representative with funding partners as appropriate.
- Support regional and national fundraising efforts by contributing to grant proposals, leading site visits and cultivating meetings, and providing reporting data and context as needed.
- Ensure programming is on track to meet benchmarks as determined by grant-funded projects.
- Maintain high quality relationships with national program partners and escalate any implementation concerns to the Managing Director of Partnerships

Organization Leadership

- Serve as a key member of the national program leadership team to help develop organizational culture, progress toward strategic plan, and strong national and departmental communication.
- Support cross-departmental and organization-wide events and initiatives
- Perform other functions as needed.

CANDIDATE QUALIFICATIONS:

- Deep belief that a diverse, equitable, and inclusive environment will produce the greatest impact for LGR's students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- A genuine passion for, knowledge of, and commitment to LGR's mission
- Alignment with [LGR's organizational values](#)
- Comfort/experience with organizational change management and program growth
- A minimum of 5 years of experience in mission-driven youth services, college access or success, and/or related non-profit serving historically underserved populations, with at least 3 years of experience as a staff manager
- Excellent performance management and leadership skills with an ability to provide clear direction to colleagues in various locations and hold staff accountable for ambitious goals
- Skilled in use of data and technology to drive decision-making, improve operational processes and assess program quality
- Experience with high-volume student programming is preferred
- In-depth knowledge of the issues impacting the current landscape of college access and success
- Ability to travel occasionally, as needed
- Bachelor's degree preferred

LOCATION

Preference for NYC or Boston, but candidates outside LGR's geographic footprint will be considered; remote work for the time being due to the Covid-19 pandemic

COMPENSATION AND BENEFITS:

\$60,000 - \$70,000 with excellent benefits and a flexible working environment. Salary commensurates with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send a resume and cover letter to careers@letsgetready.org, noting “Associate Director of Pre-Matriculation Programs” in the subject line. Please include your gender pronouns and tell us how you learned about this role.

Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.