



POSITION: Enrollment and Partnerships Manager

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:

The Enrollment & Partnerships Manager will report to the Managing Director of Partnerships and play a critical role in the success of our national student pipeline and enrollment systems as well as the partnership maintenance and cultivation cycle. The Enrollment & Partnerships Manager practices outcomes-oriented planning, attention to detail, and data-informed decision-making. With a sharp focus on customer-service with external stakeholders and tight, efficient systems management toward team goals, a successful candidate will support the newly formed Partnership Team drive toward Let's Get Ready's ambitious program expansion goals. Specific responsibilities include, but are not limited to:

- **Student Pipeline and Enrollment Systems Management: (60%)**
 - Create student-facing recruitment materials and ensure all staff and partners have materials needed to lead effective recruitment events
 - Build on effective strategies, pilot new ideas and maintain healthy referral network to support a large pool of eligible prospective students
 - Ensure students and families have a positive onboarding experience by managing communication and systems during enrollment
 - Execute necessary administrative procedures on Salesforce and other web platforms according to Program Operations rules and policies
 - Develop proficiency in Salesforce report generation and usage to track recruitment and enrollment statistics to inform improvements and to monitor progress toward team goals
 - Support the build-out of Salesforce systems for the Partnership Team
 - Ensure data integrity for all Recruitment, Enrollment and Partnership related contacts
 - Coordinate and lead recruitment events and information sessions both internally and externally, as needed

- **Partnership Coordination and Cultivation: (35%)**
 - Manage logistics and communications with open enrollment referral sources including regular communications, annual convening and cultivation events, and monitoring for new partnership prospects to be elevated to the MD Partnerships
 - Coordinate with partners and other departments to support cohort-based and individual enrollment processes
 - Plan for and maintain current partner operations and communications calendar
 - Provide regular updates to partners about progress toward enrollment goals and facilitate successful hand off of partners to Program Directors at program launch
 - Prepare MOUs and Data sharing agreements and support the fee for service collection process at the direction of the MD Partnerships and Director of Rural Programs
 - Prepare data reports for partners and support MD in preparing for data meetings
 - Participate in key external stakeholder meetings to maintain a healthy pipeline of open enrollment referral sources and ensure brand recognition in key geographies
 - Research partnership prospects, as needed

- **Other Projects & Responsibilities (5%)**
 - Participate in org-wide Diversity, Equity and Inclusion efforts
 - Other assignments, as needed

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR's mission
- Alignment with [LGR's organizational values](#)
- 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
- 2+ years of related work experience
- Highly organized with an orientation toward customer service that prioritizes timely, clear, and thoughtful responses to stakeholders from all backgrounds
- Successful track record in executing quickly and accurately to meet tight deadlines and goals

- Demonstrates a solutions-oriented approach and an enthusiastic response to challenges
- Excited to work in an entrepreneurial and newly formed team
- Systems and operations experience, with an eye for scalability
- Experience developing trusting relationships with and/or managing college students, preferred
- Dynamic and organized event leadership and/or public speaking skills, preferred
- Proficiency in Microsoft Office (Excel, PowerPoint, Word) and Salesforce or other CRM experience, preferred
- 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:

\$45,000 - \$55,000 with excellent benefits and a flexible working environment. Salary commensurates with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send resume and cover letter to careers@letsgetready.org, noting "Enrollment and Partnerships Manager" 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.