



The SEED Foundation

DIRECTOR OF COLLEGE TRANSITION & SUCCESS

About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED's mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](#). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation's [College Transition & Success](#) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](#) such as *60 Minutes*, *The New York Times*, *The Washington Post*, and in the documentary film *Waiting for "Superman"*. The President of the United States has hailed SEED as "a true success story." For more information, please visit www.seedfoundation.com

Position Overview

The SEED Foundation seeks a high-performing and transformational leader to serve as Director of College Transition & Success. The director will manage the day-to-day operations of SEED's College Transition & Success (CTS) program and lead a dynamic and bright team responsible for: (1) college success advising and programming for SEED high school and college students, and (2) postsecondary data collection and analysis. Because college success is core to advancing SEED's mission and vision, the director must be results-oriented and an innovative thinker who has extensive knowledge and an expertise in college transition, persistence, and degree attainment for underrepresented students. This person will have excellent interpersonal skills and take a strengths-based approach to how we help students achieve success in college and beyond.

Qualitative and quantitative data is important to SEED's college success work. Thus, the director will serve as the lead for analyzing and reporting on SEED's college success measures and progress towards achieving our college graduation goals. This person will manage and interface with CoPilot™, an industry-leading student information system providing college advisors with a 360-degree view of their students, housed within the Salesforce™ platform. Additionally, the director must be very nimble with reviewing and discussing National Student Clearinghouse data, along with other relevant national college persistence trends.

SEED's Director of College Transition & Success is expected to lead with a commitment to and an eye on improving college completion outcomes for students across the SEED network. Because SEED believes in an equitable college access and success continuum, wrap-around support and partnership, the director will work and meet regularly with the school-based college counseling staff and other key stakeholders such as principals, directors of student life, and student support services leaders. This is an ideal position for someone who is collaborative, creative, and driven to operate a student-centered college success program with excellence. The position reports to the Chief Growth Officer.



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ESSENTIAL RESPONSIBILITIES

- Ensure all college success programming is delivered with a high standard of excellence and aligns with SEED's vision, priorities, and college success goals.
- Supervise, with optimism, high expectations, and clarity a small team of professionals who are responsible for college success advising, federal and state-level financial aid coaching, college transition workshops/classes, leadership development, scholarship management and data analysis.
- Manage and monitor SEED's college success advising protocols and practices for students and graduates.
- Work closely with SEED school college counselors, while also collaborating with SEED school department leads for academics, student life, student supports, and college counselors.
- Manage SEED's college matching and persistence data collection, analysis, tracking systems and reporting processes, while reviewing National Student Clearinghouse (NSC) data and national, regional, and local college access and graduation outcomes.
- Oversee the management of The SEED Foundation Scholarship application process and committee, and the distribution of other designated scholarship funding.
- Participate in college knowledge & advising school-based efforts with school counselors and other key stakeholders.
- Lead training efforts to educate school-based staff about SEED's approach to college matching and the college success process.
- Collaborate with development staff for fundraising efforts to support the College Transition & Success program.

KEY QUALIFICATIONS

- Have a master's degree in higher education, counseling, education leadership, social work, or other relevant field with a minimum of 6-8 years of experience working in secondary and/or postsecondary education, college access and degree attainment and/or in the educational non-profit sector..
- Proven experience in leading college access and success and/or higher education retention programs for traditionally underrepresented students.



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- Have at least 3 years of experience managing full-time professionals and overseeing a program or department.
- Possess positive leadership, strong supervisory, and highly effective management skills.
- Demonstrated experience in partnership development, program implementation and evaluation, project management, team building and conflict management.
- Have highly developed written and verbal communication skills.
- Have excellent organizational and planning skills with acute attention to details.
- Be highly proficient with data collection and analysis and student information systems, CRM tools, MS Excel and assessing National Student Clearing House data.
- Have very strong technical skills and proven experience with Microsoft Office.

RELEVANT ATTRIBUTES

- Value alignment. Strong commitment to SEED's core values which include respect, responsibility, perseverance, integrity, compassion, gratitude, and growth.
- Service oriented & collaborative. A positive team player, with the ability to work across departments and easily cooperate with staff, scholars, stakeholders, and vendors.
- Great listener. Confidently engage with staff taking the time to learn what's valuable and important to others.
- Effective communicator. Clear and direct communication, both written and oral.
- Process oriented. Effectively and efficiently manage multiple tasks, timelines, and deadlines.
- Innovative. The ability to think outside the box to identify smart, creative solutions to problems.
- Adaptable. Anticipate and respond to change in a fast-paced environment with the skillset to pivot when necessary.
- Judgement. Solid professional maturity and decision making capabilities.

To Apply

Please forward your resume and cover letter, *including salary expectations*, to jobs@seedfoundation.com with "**SEED Foundation – Director of College Transition & Success**" in the subject line. *Applicants will not be considered without both a resume and cover letter.*

The SEED Foundation is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.