



LOS ANGELES AREA
CHAMBER OF COMMERCE

Job Description
Higher Education Manager, L.A. Compact

Agency Background

The Los Angeles Area Chamber of Commerce represents more than 1,600 member businesses in Los Angeles County. By being a voice of business, helping its members grow, and promoting collaboration, the L.A. Area Chamber assures prosperity for the Los Angeles region.

UNITE-LA is an independent non-profit organization affiliated with the L.A. Chamber. UNITE-LA's mission is to promote and support an effective public education system in Los Angeles, emphasizing business and community partnerships with schools, so that all students have access to education and training opportunities preparing them for high-skill, high-wage employment in a fulfilling career of choice.

Since 2008, UNITE-LA has served as a neutral intermediary and backbone organization for the L.A. Compact – a collaboration of business, education, government, labor, and community leaders working to improve education outcomes for all students in Los Angeles, from cradle to career. The L.A. Compact partners are focused on achieving three system-wide goals: 1) All students graduate from high school; 2) All students have access to and are prepared for success in college; 3) All students have access to pathways to sustainable jobs and careers.

The L.A. Compact is founded in the belief that no single organization or institution acting alone can solve the complex, large-scale education achievement and workforce readiness gaps in Los Angeles. By working collaboratively towards the same goals and using a collective impact approach, the individual efforts of L.A. Compact partners can add up to big changes for the future of young people in Los Angeles.

www.lachamber.com

www.unitela.com

www.lacompact.org

Position Overview

This position will advance the L.A. Compact's goal of improving regional postsecondary education completion by working with the Compact's Institutions of Higher Education (IHE) Collaborative and its associated workgroups. The IHE Collaborative represents a consortium of 11 area colleges and universities, and the Los Angeles Community College District, which have joined together to support the L.A. Compact.

The IHE Collaborative, through its Data Sharing Workgroup, has developed the Los Angeles Educator Pathways Partnership, an unprecedented collaboration between the L.A. Compact, higher education institutions, and the Los Angeles Unified School District (LAUSD) to investigate best practices and drive continuous improvement in teacher preparation programs to enhance teacher quality and student learning in LAUSD.

The IHE Collaborative is working on developing a Student Success Workgroup to improve postsecondary education completion in the Los Angeles region. The group will work collaboratively on sharing best practices that promote student success, and developing coordinated strategies to increase completion.

The position reports to the Senior Manager, Education & Workforce Development, and requires close collaboration with other managerial staff at UNITE-LA, including the L.A. Compact Senior Manager. It is a full-time, salaried exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

Job Responsibilities

In collaboration with L.A. Compact staff, the Higher Education Manager, L.A. Compact will lead the convening of the L.A. Compact Institutions of Higher Education Collaborative, and its Student Success Workgroup, and support the convening of the Data Sharing Workgroup.

Major tasks include:

- Developing effective working relationships with members of the Institutions of Higher Education Collaborative and its workgroups, including but not limited to, partners from local colleges, universities, school districts, and government agencies;
- Planning all aspects of, and executing ongoing convenings to facilitate agreement among partners on the development of a regional postsecondary education completion agenda;
- Facilitating agreement among partners on common goals, measures, aligned strategies, and a long-term implementation plan focused on improving regional postsecondary outcomes;
- Researching best practices, developing recommendations, and creating a workplan reflective of the partners' goals and strategies
- Tracking project progress and providing timely updates to all stakeholders;
- Communicating regularly to partners and the general public;
- Analyzing data and program implementation against goals and strategic plans to inform continual improvement

The Higher Education Manager, L.A. Compact will support the Senior Manager, Education & Workforce Development as needed in ongoing capacity building, fundraising, strategic planning, publication development, performance measurement, and community engagement for the L.A. Compact.

Preferred Experience

- Bachelor's degree required, advanced degree preferred
- 3-5 years relevant work experience that includes:
 - working effectively and communicating with diverse groups of clients at all levels of management in partner organizations, community based organizations, government agencies, and donors;
 - working to improve outcomes and student success in higher education;
 - leading and facilitating meetings, including community/civic organizing;
 - developing program workplans, strategic plans, and/or logic models;

- policy research and analysis, especially related to improving educational outcomes for underserved populations
- database management and data analysis.

Preferred Knowledge and Skills

- Strong interpersonal skills, comfortable networking
- A self-starter with high motivation, organization, and attention to detail
- Excellent written and verbal communication skills
- Commitment to team collaboration and communication
- Strong leadership skills and innovative thinking
- Strong knowledge of the postsecondary education landscape, including policy, research and best practices for student success
- Ability to present complex information in an understandable and compelling manner, especially to non-technical audiences
- Advanced skills in Microsoft Excel, Word, and PowerPoint
- Commitment to improving outcomes for underrepresented and underserved students
- Strong cultural competence and multi-cultural awareness
- Bi-/multi-lingual capabilities (plus but not required)
- Proven ability to handle multiple projects at once and produce a large quantity of work at high quality

Salary Range: Commensurate based on experience.

Questions or to Apply:

Email resume and cover letter to:

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