

# COLLEGE UNBOUND

**Position Title:** Program Manager

**Area/ Department:** CU Growth and Scaling

**Salary:** Commensurate with experience

College Unbound (CU) is an accredited and state approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in Rhode Island, College Unbound now supports students across multiple states and looks to bring this model to other communities.

## **Position Summary:**

Reporting to the President Emeritus, the Program Manager focuses on driving CU's growth and expansion outside of Rhode Island, and supports outreach and scaling initiatives as directed by the President Emeritus/CU Co-founder, and the team.

## **Duties and Responsibilities:**

- Support CU in researching and assessing opportunities for growth, forging alliances and partnerships, and building out the site/program portfolio.
- Leverage connections and networks to qualify interest, remove barriers, and lay the groundwork for growth in target cities.
- Apply and refine the site assessment tool to help assess priorities, goodness of fit; and manage portfolio evolution.
- Draft initial MOUs and contracts between CU and new sites; refine and monitor partnerships and progress; coordinate and monitor site-development, and liaise with CU Core Staff.
- Leverage contacts and expertise working with authorizing agencies, federal, state, and city governments, and foundations to continue to map and advance the authorization process in sites across the country.
- Contribute to advocacy/policy strategy and agenda.
- Assist with the refinement of the CU toolkit, ensuring alignment with emerging growth, and work to streamline start-up and implementation processes.
- Coordinate efforts across CU, updating CU Core colleagues and other stakeholders on progress, issues, timelines, budgets, and trajectory.
- Work with the President Emeritus on special projects, partnerships, publications, and priorities.

## **Required Qualification:**

- Bachelor's degree in related field or the equivalent combination of education and experience.
- Keen project management and relationship management skills, and the ability to work effectively with people and communities from diverse backgrounds.
- Relentless eye for detail, strong organizational skills, and ability to follow-up in a timely manner.
- Persuasive communication and influencing abilities.

- Ability to embrace a fast-paced, dynamic environment, and rapidly evolving landscape.
- Strong entrepreneurial acumen.
- Ability to comfortably improvise and effectively support both strategy development and implementation processes.
- Resilient sense of humor and balance.
- Be able to travel.

Please submit nominations, inquiries, or resume and cover letter to [jobapplications@collegeunbound.edu](mailto:jobapplications@collegeunbound.edu). Please note "ATTN Program Manager" in the subject line of your email. The review of applications will begin immediately and continue until the position is filled. For additional information about College Unbound, please visit [www.collegeunbound.edu](http://www.collegeunbound.edu).