



**Non-Profit College & Career Program Director**  
SmartPath Connect to College

The Education Fund, a nonprofit organization with a 40+ year history of helping students succeed, is looking for a dynamic person who loves to ensure student success. This is a leadership position at The Education Fund that requires both big-picture thinking and attention to detail.

SmartPath aims to help high school students understand careers and postsecondary opportunities. SmartPath Connect to College's purpose is to ensure that high school students graduate, pursue postsecondary education, and develop the skills to persist and eventually earn a postsecondary degree, thereby building a more successful career. Core components of the program include College & Career Clubs, College & Career Advising, College Field Trips, FAFSA Marathons, and Classroom Lessons.

The SmartPath Connect to College Program Director is a new position and reports to The Education Fund president.

The SmartPath Program Director will:

- Provide overall leadership and delivery of the "SmartPath Connect to College" & SmartPath Programs
- Recruit, hire, and supervise one manager and multiple part-time contractors; additionally, work with principals to hire school staff for after-school programming
- Manage the program budget and procurement activities
- Work closely with M-DCPS district leadership, school leadership, and other district and school staff
- Plan the college and career curriculum and facilitate its delivery
- Facilitate training efforts to ensure all personnel are fully prepared to deliver services aligned with District standards
- Deliver services as needed to students/schools, including coordinating college field trips
- Collaborate with an outside Evaluator for the program. Supervise the evaluation, track and communicate progress, and guide improvements
- Write grant reports, work with the director of accounting to provide financial reports, and meet with the donors (position is funded through a multi-year foundation grant that is just beginning)
- Build long-term support and sustainability for the program

The Smartpath Director will be asked to assist in other Education Fund program activities a few times a year.

**Experience/Skills Desired:**

- Background in college access advising
- Experience in curriculum creation
- 5-10 years supervision of five or more contractors and/or staff
- Ability to coach and train others to get desired outcomes
- Excellent communication skills -- both written and oral
- Demonstrated ability in budget management and program reporting
- High level of skill using standard computer programs (Word, Excel, PPT, etc.)
- Known for your energy, persistence, and 'Let's Get-It-Done' attitude
- Prior success in working with high school students, creating the ability to coach others in this endeavor
- Comfort in helping schools arrange events
- Willingness to undertake a range of tasks
- Have a car and travel to six schools across Miami-Dade County

TO APPLY FOR THIS POSITION, PLEASE:

1) submit a cover letter, 2) provide a resume, and 3) include a salary history either in your cover letter or your resume to [hr@educationfund.org](mailto:hr@educationfund.org). Candidates must be able to pass a Level 2 Background Screening.

This is a full-time position. Compensation is based on experience and includes health insurance, retirement, and vacation/sick leave benefits. The Education Fund is an equal opportunity employer. For more information, visit [www.educationfund.org](http://www.educationfund.org).