**Job Description**

Puget Sound Educational Service District

**Director, Postsecondary Sustainability and Strategy**

**Purpose Statement**

The job of Director, Sustainability and Strategy is done for the purpose/s of providing Puget Sound College & Career Network (PSCCN) team, Puget Sound Educational Service District (PSESD), and regional leadership in the strategic alignment and sustainable implementation and funding of postsecondary initiatives, to advance the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.

This job reports to PSCCN Director, Postsecondary

**Essential Functions**

* Brings together regional, state, and national stakeholders, such as community leaders, college presidents, superintendents, funders, and elected officials to develop and lead regional-wide consultation, training, and collaborative development initiatives for the purpose of enhancing the effectiveness of initiatives and promising practices, such as King County Promise, by aligning funding and policy.
* Collaborates with agencies and organizations (e.g., higher education, school district administrators, school staff, technology providers, community partners, etc.) for the purpose of addressing and closing gaps, dismantling institutional barriers, and fostering courageous conversations that lead to systems improvement.
* Collaborates with Director of Postsecondary to develop and implement PSCCN resource development plan for the purpose of effectively resourcing PSCCN and regional strategic priorities, in alignment with PSESD postsecondary strategic plan.
* Collaborates with the staff to coordinate resource & budget development processes for the purpose of accuracy of expenditures, budget appropriateness for funding awards, forecasts, and transfers that maintain consistency and compliance with agency and federal fiscal controls and policies.
* Collaborates with PSCCN Director of Data & Impact to gather, synthesize, and analyze data from a variety of sources (e.g., school districts, universities, community, and technical colleges, community-based organizations, federal and state agencies, etc.) for the purpose of informing discussions, identifying research-based strategies, developing processes, and/or recommending action.
* Coordinates with PSESD resource development lead on funder relationship building and proposals for the purpose of coherent PSESD funding requests and communication.
* Designs and produces materials for the purpose of promoting program services, documenting activities, providing written reference, conveying information, meeting agency requirements, and/or contractual obligations.
* Develops and nurture strategic partnerships with community, education, government, and philanthropic partners for the purposes of creating and implementing PSCCN postsecondary related policy and funding solutions.
* Directs postsecondary-focused government relations and advocacy work for the purpose of supporting Puget Sound College and Career Network initiatives.
* Directs PSCCN resource development activities and resource-seeking processes to create, maintain, assess, and adjust the PSCCN resource process for the purpose of executing the grant process and tracking.
* Embodies the principles and practices that form PSESD culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Facilitates meetings, workshops, and seminars (e.g., inter and intra district committees, community and public agencies, etc.) for the purpose of gathering and conveying information on subjects required to perform functions.
* In coordination with PSESD resource development lead, serves as liaison to the PSESD Learning Communities Foundation and community partnerships for the purpose of addressing matters of PSCCN programs, policies and procedures, budgets, and financial reporting.
* Leads PSCCN and its partners in developing, monitoring, and implementing a 5-year fundraising and sustainability plan for the purpose of securing at least $6 million from new and existing sources of funding and ensure alignment with local, regional, state, and national funding and legislative resources requirements, and measuring the success and progress of program efforts.
* Leads the implementation of PSESD's postsecondary strategic plan to ensure sustainable funding for PSCCN and regional initiatives and strengthen PSESD's capacity to cultivate and secure substantial private resources for the purpose of effective engagement of postsecondary initiative funders and policy makers.
* Leads the use of antiracist practices and racial equity leadership in PSCCN’s strategic partnerships, resource development, reporting, and communication for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Maintains a practice of honoring the stories and lived experiences of BIPOC and low-income students when fundraising on their behalf for the purpose of practicing and supporting a culture of empowerment over tokenism.
* Maintains a variety of manual and electronic documents, files, and records for the purpose of providing up-to-date references and audit trails for compliance with funder, district, local, state, and federal regulations.
* Manages the development of grant, fee for service, and contract proposals and maintain a resource calendar to ensure that successful proposals are developed and submitted for the purpose of supporting the needs of PSCCN and King County Promise.
* Prepares a variety of reports and data for the purpose of documenting activities and issues, meeting compliance Partners closely with the Director of Postsecondary to support fundraising, strategic partnerships, budgeting, communications, and reporting for the purpose of coordinating leadership across the PSCCN team and supporting overall goals.
* Provides technical assistance to partners regarding a variety of procedures and program requirements for the purpose of sharing promising practices, improving the use of funding and strategy to support equitable access to postsecondary, and conveying and/or gathering information required to achieve program goals.
* Researches information and opportunities (e.g., best practices, pending legislation, emerging curriculum, etc.) for the purpose of developing additional and appropriate resources that address partners’ professional development and program needs.
* Supervises personnel (e.g., provide coaching and consultation on technical issues, adaptive challenges, personnel matters, strategic opportunities, career goals, professional development, job performance, etc.) for the purpose of advancing the development of effective leaders and high-performing teams and achieving agency and departmental objectives.

**Other Functions**

* Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with others in a variety of circumstances, and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes, and utilize job-related equipment. Problem-solving is required to analyze issues and create action plans. Problem-solving with data frequently requires independent interpretation of guidelines, and problem-solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

**ANTIRACIST LEADERSHIP COMPETENCIES**

**CULTURAL PROFICIENCY**: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's End and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE**: Recognizes, supports, and engages in dismantling institutional racism. Partners with and is accountable to those with whom we are in a transformational relationship, including children, families, and communities of color.

**RACIAL EQUITY MINDSET**: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES**: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency’s culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**INNOVATION AND CREATIVITY**: Generates unique methods, ideas, insights, and connections that challenge the status quo to expand possibilities.

**PLANNING, ORGANIZATION, AND PRIORITIZATION**: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

**POLICY, PROCEDURAL AND LEGAL NAVIGATION AND ANALYSIS:** Understands and applies knowledge of Agency policies and procedures, and governmental statutes and regulations. Analyzes new practices and laws for potential impact to the Agency and its programs and services.

**RESOURCE DEVELOPMENT, ANALYSIS AND SHARING**: Collects, examines and synthesizes information from a variety of stakeholders and sources in a transparent manner that reflects best practices. Shares data in a thoughtful and responsible way in an effort to inform, understand issues, or enable decision making.

**TECHNICAL WRITING:** Prepares clear written documentation to share technical information about concepts, programs, services, or results to audiences with varying levels of subject-matter knowledge.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience**: Job related experience with increasing levels of responsibility is required

**Education**: Community college and/or vocational school degree with study in job-related area

**Required Testing Certificates and Licenses**

**Continuing Education / Training** **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status Approval Date Salary Grade**

Exempt