



STUDENT-READY STRATEGIES

DIRECTOR OF POLICY PROJECTS

Student-Ready Strategies (SRS) is a consulting and technical assistance organization that supports postsecondary institutions in dismantling inequitable structures. We envision a world in which colleges and universities believe every student can succeed and purposely evolve to ensure they do. We partner, plan, and problem-solve with community colleges, minority-serving institutions, and four-year open-access institutions, as well as the system offices, nonprofits, and foundations that support them. Our work specifically focuses on the success of Black, Latinx, Indigenous, poverty-affected, and older students.

In our engagements with institutions, we center these students' lived experiences to identify exclusionary postsecondary practices, and add capacity to efforts to establish equitable policy and process. We are experts in areas such as developmental education reform, open educational resources, emergency grant design, test-optional admissions and placement, and asset-based communications. We are also experts in designing and delivering effective technical assistance to support institutions and organizations as they work to evolve.

SRS was founded in 2019, and our client base and partnerships continue to expand. For example, SRS was named by the Bill & Melinda Gates Foundation as its capacity partner for institutional policy and partners with New America to help community colleges re-enroll adult students who left during the COVID-19 pandemic.

We are building a team that will effectively advance our mission and help transform institutions to equitably serve students historically marginalized. As an organization that is deeply committed to racial equity and social justice, we are seeking colleagues who share that commitment and who have extensive experience with students and communities of color.

Consider joining our team.





Position Description

As the Director of Policy Projects, the selected candidate will serve as project manager for a select portfolio of SRS client and partner engagements, including but not limited to projects related to institutional and state policy. This team member will also meaningfully contribute to the activities and deliverables of these projects. Since SRS is a young and growing organization, this team member will have a unique opportunity to shape the role, amplify their talents and experience, and grow into new areas of expertise over time.

Ideal candidates for this role will be strategic and collaborative in their approach to the work. Specific job functions include:

- Creating detailed work plans for each client engagement that identify concrete tasks, deadlines, responsible team members, outcomes, and success markers
- Driving progress along each work plan by establishing and maintaining an organizational system, contributing to weekly team progress meetings, leading client meetings, establishing next steps, and clearly communicating needs to team members and clients
- Leading, collaborating on, and contributing to the activities and deliverables of projects, in ways such as:
 - Conducting student interviews and focus groups
 - Designing surveys for differentiated audiences
 - Revising policy language
 - Analyzing disaggregated student data
 - Reviewing student-facing communications from an equity lens
 - Writing first drafts of reports and other written deliverables
 - Developing formal recommendations
 - Creating culturally responsive training materials and content
- Facilitating internal and external communication to ensure high quality, mission-aligned work product and productive partnerships

Qualifications

The most important qualification for this position is a strong commitment to the success of students historically marginalized by higher education.

Additionally, applicants should hold a minimum of a bachelor's degree, with a preference for master's degree or higher in areas such as higher education leadership, educational policy, college student personnel, or student affairs. Applicants should have experience with project management in either previous employment or academic coursework and strong references related to that work.



Compensation

The base salary for this position is \$75,000, commensurate with experience. Benefits include health insurance, 401(k) with match, flexible spending account, professional development stipend, health and wellness stipend, annual contribution of up to \$5,250 toward student loan repayment, and generous paid leave.

Location and Work Environment

The SRS office is located in Indianapolis, Indiana, however this position can be remote. If located in or around Indianapolis, flexibility is available for a hybrid schedule that includes work from a home office or other alternate location for a portion of each week. SRS will pay reasonable relocation expenses.

The position requires out-of-state overnight travel. Travel frequency is based on client and other organizational needs.

TO APPLY

Please send a resume/CV, cover letter, and contact information for three references to info@studentreadystrategies.com with the subject line Director of Policy Projects.

The cover letter should describe:

- Concrete examples of your experience with students and/or communities of color
- The specific skills and abilities you will contribute to client work
- Your general approach to project management
- The reason(s) the role and/or our organization is attractive to you

Please limit the combined submission to seven (7) pages or less. While applications will be reviewed until the position is filled, initial interviews will be scheduled based on applications received by November 21, 2022. First-round interviews will be conducted virtually during the week of December 5, 2022.

If you have specific inquiries about this position, please email Vanessa Keadle, CSO, at vanessa@studentreadystrategies.com

STUDENT-READY STRATEGIES IS AN EQUAL OPPORTUNITY EMPLOYER

Student-Ready Strategies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, lay-off, recall, transfer, leave of absence, compensation, and training.