

## POSITION ANNOUNCEMENT

### Director of Partnerships, Center for Student Opportunity

A 501(c)(3) nonprofit organization, Center for Student Opportunity (<http://www.CSOpportunity.org>) connects a national network of colleges and universities with first-generation college and traditionally underserved students and their supporters—parents, college access professionals, community leaders, mentors, and high school counselors—to promote an overall understanding that the opportunity for college is within reach.

CSO programs include:

- *Opportunity Scholars*, a national effort to support first-generation college and other traditionally underserved college-bound students with their college search and selection
- *CSO College Center* (<http://www.csocollegecenter.org>), a free online college search tool for first-generation college and other traditionally underserved college-bound students
- *College Access & Opportunity Guide*, a college guidebook for first-generation college and other traditionally underserved college-bound students

### JOB DESCRIPTION

Center for Student Opportunity seeks a Director of Partnerships to serve as liaison with colleges and universities and other strategic partners—college access providers, associations, and schools.

#### RESPONSIBILITIES:

- Manage the college partnership program and serve as lead liaison with active college partners
- Recruit prospective college and university partners
- Draft, design, and manage the production of outreach materials
- Cultivate and manage strategic partnerships with college access professionals, community leaders, and high school counselors
- Craft comprehensive marketing plan to various stakeholders
- Oversee development and marketing of future editions of the *College Access & Opportunity Guide*
- Work closely with Executive Director, Associate Executive Director, and Development Director
- Other projects and duties as assigned

#### QUALIFICATIONS:

- Excellent written and verbal communication skills
- Comfortable working in a small office environment (flexible, hardworking, independent)
- Demonstrated success building and maintaining relationships
- Ability to think strategically and deliver compelling and comprehensive proposals to potential partners
- A highly collaborative style; positive attitude; ability to problem solve and work in a fast paced environment; strong work ethic; attention to detail; and unquestioned reputation for honesty and integrity
- Commitment to the organization's mission and ideals
- Minimum of two years in nonprofit sector and/or in college or high school administration/admissions preferred; knowledge and experience in higher education and/or college access ideal
- Bachelor's degree or equivalent experience

### Compensation

Compensation commensurate with experience. Full-time position with health insurance coverage and three weeks vacation.

### To Apply

Center for Student Opportunity is headquartered in the greater Washington, D.C. area in Bethesda, Maryland with a small regional office in Southern California. **Please send résumé, cover letter, and compensation requirements to [cmartin@csopportunity.org](mailto:cmartin@csopportunity.org).**