



Pipeline Programs Manager Job Description

Status: Full Time; Exempt

Reports to: President/CEO

Summary:

The Oklahoma City Public Schools Foundation is seeking a dynamic professional who believes strong schools make strong communities. The Oklahoma City Public Schools Foundation provides strategic, focused, and impactful work aligned with the district's priorities by connecting community with our schools. Oklahoma City Public Schools is the state's largest traditional school district, serving 34,000 students in 63 schools, with more than 6,000 teachers, support, and administrative staff. One of our strategic focus areas is to support efforts to recruit and retain urban ready teachers and leaders, with this position playing a key role.

The successful candidate for this position will serve as manager/liaison/coordinator of all facets of the Bilingual and Diversity Teacher Pipeline Programs, High School to Teacher Pipeline Program, and Bilingual and Diversity Aspiring Administrator Pipeline Program. These programs are successfully growing the diverse teacher and leader workforce in Oklahoma City Public Schools by following a Grow Your Own model.

This position serves as the primary point-of-contact with our participants as well as with our partners at OKCPS and at our higher education partner institutions. In addition to administration of the programs and advocating for our participants, this position will be charged with continuing to improve, grow and sustain the programs successfully.

Specific Responsibilities:

- Point-of-contact for participants, OKCPS HR and higher education partners
- Maintain up to date records to ensure enrollment, FAFSA, transcripts and all communications are current
- Serve as liaison for participants and provide support as needed
- Advocate for participants and address their concerns in a timely and effective manner
- Develop and implement recruitment and retention efforts for all programs
- Attend and report on National GYO Network activities, as well as statewide efforts in the GYO space
- Communicate academic issues/problems with support team
- Administer support and repayment plans as needed
- Work with support team to ensure participants successfully complete programs as quickly as possible

- Serve as lead Foundation representative for Urban Teacher Preparation Academy
- Work with President/CEO to develop funding sources and sustainability of programs
- This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The person hired may be requested to perform job-related responsibilities and tasks other than those stated in this job description

Skills/ Characteristics:

- Committed to The Foundation's mission and values
- Strong interpersonal, communication, critical thinking and organizational skills
- Ability to maintain a professional, customer service-oriented attitude at all times
- Capable of working both independently and as a member of a team
- High level of initiative, attention to detail, effort and commitment towards completing assignments efficiently and in a timely manner
- Effective oral and written communication skills with a wide range of individuals and constituencies
- Ability to make evaluative judgments and establish priorities
- Computer proficiency including word processing, e-mail, databases, presentations and spreadsheets (preferred: Donor Perfect, Constant Contact, Excel, PowerPoint)
- Flexible and adaptable, capable of managing multiple projects simultaneously
- May have contact with sensitive, complex and confidential information

Other Requirements and Working Conditions:

- Use of a car required: legally registered and insured for daily use
- Use of a computer/monitor, telephone and copier daily
- Physical Requirements: Lifting/Carrying: Heavy work: may include routine lifting of a maximum weight of 50 lbs. Pulling/Pushing: combination of sitting, standing, walking and driving on a frequent basis
- Flexible schedule with willingness to work occasional evenings and weekends where required and agreed
- Team environment with frequent group meeting participation

Qualifications:

Bachelor's degree required

Experience working for a nonprofit organization and background with higher education preferred

A candidate who is Bilingual (fluent in Spanish) preferred

Compensation:

Salary will be commensurate with education and experience. Benefits include fully sponsored/funded (no employee contribution required) health, dental, vision, life and disability insurance for the employee; generous employer contributions to employee 401(k) account; tiered paid time off plan; 11 paid holidays as well as paid days off for workdays between Christmas Day and New Year's Day.

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