



Manager of Post-Secondary Success

*Community-driven strategies to break down silos and maximize impact*

#### Mission

*Thrive Chicago is a collective impact initiative that works to align efforts by service providers, city agencies, funding organizations, and non-profits around outcomes that are proven to help children succeed from cradle to career.*

Thrive Chicago is a local initiative modeled after and supported by the national StriveTogether Network, which provides a roadmap for harnessing the power of collective impact. By bringing together organizations across multiple sectors, agreeing on common outcomes of focus, and uniting efforts spanning the entire continuum from cradle to career, Thrive Chicago will support citywide alignment for youth.

To accomplish its work along the cradle-to-career continuum, Thrive Chicago is changing the way adults collaborate to help young people succeed. Thrive Chicago priority strategies include:

- Activate research and data – Identify and build awareness of promising practices that improve youth outcomes and local disparities across various demographic groups and geographies
- Test and scale innovate practices – Work with and through Change Networks to understand and implement those practices that can lead to citywide change
- Build capacity of leaders and practitioners – Ensure those working most closely with youth have the data, skills, partners, and resources they need to be successful

Thrive Chicago operationalizes its strategies through Change Networks – working groups that include key leaders from city agencies, nonprofits, funders, higher education and businesses that help individuals and organizations understand how they fit together. By using continuous improvement tools to analyze data, these teams pick strategies to undertake collectively and adjust if they are falling short.

#### Change Networks

Academic & Enrichment Activities

High School Graduation

College Completion

Workforce

The start-up mode demands an entrepreneurial staff that thrives in creating something new, something ambitious and celebrates the power found when human, financial and institutional resources and leadership are rallied toward a common goal.

### Job Summary

As an integral member of Thrive Chicago's dynamic and growing team, the Manager of Post-Secondary Success will work with a broad group of Thrive Chicago's stakeholders to inform strategy development and lead day-to-day operationalization for the College Completion Change Network. This skilled facilitator, strategist, and project manager will facilitate with partners the timely and effective completion of all the Change Network's work streams, which currently include:

- College and Career Advising Credential, which acts as an advisory group to a Chicago Public Schools (CPS)-led program that trains high school counseling and postsecondary advising staff to more effectively advise students;
- Senior Seminar, which has created a best-in-class senior seminar for CPS neighborhood schools focused on the academic and socioemotional transition to college;
- Transition Coaching, which is creating a best practice model for how transition coaching organizations and universities can work in partnership to more effectively support students; and
- Provider Directory, which has created a College Access Provider Directory to address gaps in services for students in need of support.

Additional College Completion work streams may be undertaken over time, and the Manager will work closely with the Change Network members and Thrive Chicago team to ensure that all of Thrive Chicago's college-focused work is data informed, outcome driven, implements a continuous improvement process, and aligns with the overall organizational mission.

### Responsibilities

- Drive critical work streams within the Change Networks, providing the capacity needed by group members (in the form of guidance and content expertise) to ensure they adhere to their timelines and deliverables.
- Facilitate Change Network members through the process of identifying promising practices to test and scale based on data and continuous improvement processes.

- Monitor project activity and status, evaluate progress within complex work plans to identify and respond to difficulties, challenges, and opportunities.
- Disseminate clear, accurate, and timely information across stakeholders related to the multiple work streams being undertaken.
- Provide leadership and apply/ seek out expert knowledge in project work in education, workforce, children, youth and/or families.
- Support the ongoing collaborative work of the College Completion Change Network by filling a variety of support roles including the coordination of meetings (scheduling, identifying and securing locations, setting up conference call numbers, sending recap emails, gathering RSVPs, maintaining mailing lists), events, and community presentations.
- Develop and cultivate relationships with community stakeholders, including practitioners in the education, faith, nonprofit, philanthropic, and civic sectors.
- Conduct qualitative research, analyze findings, and communicate back to Change Network leadership. Facilitate a process of continuous improvement based on these findings.
- Work closely with Thrive Chicago staff to create and implement communication strategies for various stakeholder groups including Change Networks members, Leadership Council members, public institutions, education and non-profit partners.
- Assist with grant reporting.

#### Qualifications and Skills

- Passionate about realizing Thrive Chicago's vision: Chicago is a city where all succeed in education, career, and life.
- Demonstrated ability to facilitate strategic conversations among diverse groups of stakeholders to achieve a common outcome and agreed upon results.
- Exceptional analytical skills with an ability to draw insightful conclusions from large amounts of quantitative and qualitative data and apply continuous improvement practices to the work of the Change Network
- Demonstrated ability to manage the scope, requirements, deliverables, timeline, and resource needs of complex, multi-stakeholder projects. Knowledge of project management fundamentals and experience managing projects are essential.
- Excellent oral and written communication skills. Must be an effective communicator with multiple audiences, including community based organizations, foundations, researchers, and educators. Must be able to communicate technical information to a wide variety of audiences.
- Familiarity with collective impact, education systems, college access and success field, and non-profit sector preferred.
- Good organizational skills and high attention to detail required.

- Demonstrated performance in delivering results and keeping commitments.
- Be self-motivated, able to take initiative, and have a positive personality.
- Advanced skills in Microsoft Excel, Word, and PowerPoint required. Experience with data visualization techniques and applications preferred.
- Experience and existing relationships within Chicago's education systems is preferable.
- Bachelor's degree required with at least six years of relevant work experience. Master's degree preferred.

