



Job Opportunity: College Access Manager - Glen Allen, VA (Innsbrook)

Partnership for the Future (PFF) is a college access and college success program committed to closing the wealth gap for our students through access to higher education and educational equity. Our mission is to prepare high-achieving high school students for success in college *and beyond*. Partnership for the Future serves over 500 high school and college students annually. We primarily serve first-generation, low to moderate-income, African American students and students of color.

PFF offers our students year-round programming, including a paid summer work experience. High School participants attend or are zoned for one of our 17 partner high schools in the Richmond region and apply to our program during their freshman year. During the academic year, PFF students participate in college preparatory and personal development workshops, meet with PFF staff for individual mentoring, and attend college tours.

PFF seeks a **College Access Manager** to lead our college access initiatives for high-achieving high school juniors. This position will report to the Senior Director of Programs. It will coordinate college visits and information sessions, prepare students for high school internships, and coach students through completing college profiles to increase access to merit and need-based scholarships. The College Access Manager plays a vital role in the overall success of our program and the college admissions planning process for our students. PFF strives for our students to attend highly competitive colleges and universities with low to no debt. The hours for this position are primarily Monday-Friday, 8:30-5:00 p.m., with occasional nights, weekends, and overnights required. This is a hybrid position, and staff typically work remotely one to two days a week. PFF offers a competitive benefits package that includes medical, vision, life insurance, 14 paid holidays, and three weeks of PTO annually.

Duties include:

- Facilitate college access workshops and training sessions for students and parents/guardians.
- Guiding high school juniors to identify their top five choice colleges to include college profiles for each school.
- Serve as team lead for regional and national college scholarship nomination process for need and merit-based scholarships.
- Coordinate standardized prep resources for students on national standardized tests such as the SAT and ACT.
- Plan enrichment workshops and professional development opportunities for students.
- Assist with the coordination and accompany students on college tours.
- Remain current on trends in college admissions and knowledgeable on flagship scholarships for colleges that PFF students historically attend.

Qualifications:

- Bachelor's degree required.
- Two to three years of experience working with high school or college students is preferred.
- Experience working with high-achieving, first-generation, and economically disadvantaged students is preferred.
- Case management experience is a plus

Qualifications continued:

- Strong interpersonal, oral, and written communication skills.
- Ability to develop and implement strategies to achieve program goals.
- Must have reliable transportation.

Ideal Candidate:

- Innovative thought leader with a passion for serving students.
- Excellent critical thinking skills and ability to analyze data/trends in college access and student engagement.
- Strong interpersonal and customer service skills to ensure positive experiences for students, parents, and partners.
- Ability to work collaboratively across cross-functional teams, solve complex problems, and meet deadlines.
- Works well in a team environment and manages projects/programs independently.
- Positive personality and enjoy interacting with students, parents, and staff.

For more information about PFF: <https://www.partnershipforthefuture.org/>

Salary: This is a full-time exempt position with a salary range of \$45,000-52,000

Interested applicants email resumes and cover letters to Amy Williams at amy.williams@areteconsultinggroup.com with the subject line "PFF College Access Manager". Position opened until filled.