



STANFORD UNIVERSITY

Managing Director, College Transition Collaborative

The [College Transition Collaborative \(“CTC”\)](#) is a research / practice partnership that aims to improve students’ success in the transition to college. It brings together preeminent social scientists and forward-thinking colleges and universities to address institutional practices that shape students’ mindsets about learning and college. These include students’ perceptions of whether or not they belong in college and whether they can succeed, especially when they encounter the inevitable challenges that arise in the transition to college. In collaboration with postsecondary institutions nationwide, CTC creates and evaluates inexpensive, scalable tools and strategies for colleges and universities; works with administrators to develop effective ways to adapt and deploy them in diverse settings; and rigorously evaluates the effects of these interventions on persistence and achievement, especially among first-generation and under-represented college students.

The Managing Director of the CTC will work closely with the CTC’s Principal Investigators (PIs) to set the organization’s overall strategic direction and priorities, raise funds to support its operations and core initiatives, and cultivate relationships with high-level administrators at partner colleges and other key strategic partners. S/he will oversee CTC’s day-to-day operations and long-term management, design organizational systems that increase efficiency, manage staff and contractors working on the CTC, provide support and guidance to the research teams, and ensure its initiatives stay on time and within budget.

Responsibilities

Organizational Strategy & Effectiveness

- **Strategy Development:** Work with PIs to develop a multi-year strategy for the CTC and identify potential strategic opportunities that could further its mission
- **Organizational Development:** Design core organizational structures; establish internal systems and procedures to increase efficiency and effectiveness
- **Project Management:** Work with full-time CTC project managers to define project priorities and required organizational and financial resources, develop group project plans, and monitor progress; coordinate with the PIs, CTC staff, and other team members to ensure projects stay on time and within budget; oversee meetings, workshops, and other internal events
- **Staff Management:** Hire staff and supervise day-to-day work of full-time staff, undergraduate RAs, and external contractors, including: scoping work, scheduling, coaching, assigning, and prioritizing workloads; setting deadlines; and reviewing work for quality and timeliness
- **Internal Communications:** Serve as a liaison between the PIs and the CTC research staff: lead meetings, create effective communication systems, and provide guidance and information to the research staff on a day-to-day basis

Budget & Finances:

- **Budget Management:** Prepare multi-year financial projections; monitor revenue and expenditures; coordinate with funders on financial matters; and ensure CTC stays on budget
- **Contracts, Sub-Awards, and Payments:** Work with Stanford's financial staff, external contractors, and partner institutions to establish contracts and sub-awards, and ensure that payments, disbursements, contracts, and reimbursements are processed in a timely fashion

Relationship Management:

- **Establish School Partnerships:** Evaluate and respond to colleges' requests to participate in CTC activities and work with PIs to evaluate potential school partners; represent the CTC with high-level administrators; negotiate and establish MOUs with partner institutions
- **Oversee School Partnerships:** Coordinate with school partners' site teams and CTC research teams; advise research teams working with school partners; review and assess implementation experiences with partners and lead efforts to improve implementation; and travel to partner sites as needed to maintain strong relationships with the participating colleges
- **Oversee Strategic Partnerships:** Identify and evaluate other organizational partnerships for strategic alignment; meet with potential partners and work with PIs to vet and negotiate partnerships; draft and manage agreements with partners; collaborate with partners to successfully execute joint strategic initiatives

Outreach & Advocacy

- **User Research:** Oversee staff and contractors working on initiatives to understand colleges as users and identify ways of facilitating the adoption, and effective adaptation of proven tools and strategies in diverse institutional settings
- **Communications & Advocacy:** Work with the PIs and Managing Director of the [Mindset Scholars Network](#) to develop and execute a strategy for spreading CTC's research insights and proven strategies and tools, influencing the national discourse on college completion, and informing policy and practice
- **External Relations:** Identify opportunities to showcase the CTC's work; interface with leaders from the practice and policy communities; field external inquiries from the media and other interested parties; attend field-wide events to keep abreast of new developments in college completion and the non-cognitive space, and share information about the CTC

Fundraising:

- **Fundraising Strategy:** Work with the PIs to craft a fundraising strategy and targets for the CTC
- **Development Activities:** Work with the PIs to cultivate potential funders, including: identifying funders with aligned strategic interests, preparing fundraising materials, attending meetings with potential funders, and leading the grant-writing process
- **Funder Relationships:** Maintain a strong relationship with the CTC's primary funders, serving as the main point of contact and keeping the funders apprised of the CTC's activities; engage these funders in key strategic decision-making conversations, as appropriate
- **Grants Management:** Manage the process of submitting grants and shepherding them through administrative processes; ensure grant awards are properly processed by Stanford; work with Stanford and the finance departments of the other researchers' universities to disburse grant funds; work with the PIs to draft progress reports for funders, as required

Required Knowledge & Skills

- Expert skill in building systems that increase organizational efficiency; overseeing multiple projects; multi-tasking and prioritizing short-term deadlines while maintaining a focus on long-term goals; building internal consensus, and facilitating collaboration in a highly dynamic, fast-paced environment with numerous actors
- Outstanding communications skills, including the ability to write clearly and persuasively, communicate effectively one-on-one and in groups, deliver presentations, and craft grant proposals for private and/or public funding agencies
- Ability to develop organizational strategies and monitor progress on a set of long-term goals
- Experience supervising staff and providing guidance to peer-level and junior colleagues
- Competent understanding of research methods, survey design, and data management
- Demonstrated success building and managing relationships and establishing joint initiatives and formal agreements with institutional partners
- Advanced computer skills and expert knowledge of PowerPoint, Excel, Word and Google Docs
- Ability to collaborate productively and harmoniously in a team, while also being able to work independently with minimal oversight and exercise good judgment and sound decision-making

Preferred Qualifications

- Familiarity with research, policy, and key players in the college success field
- Experience developing and executing strategies for research, non-profit, or philanthropic organizations, as well as identifying and brokering strategic partnerships
- Ability to translate and relate complex topics for non-research audiences
- Experience working in a university setting, interacting with university administrations, and collaborating with academic researchers in psychology, sociology, economics, or related fields

Experience and Education

Seven to ten years of professional experience in research organizations, foundations, policy or consulting practices serving the education sector. A bachelor's degree is required; a master's (or other advanced) degree, or its equivalent in training and experience is preferred.

Additional information

This position will be housed in the Department of Psychology at Stanford University, and will report to Dr. Greg Walton. The position can be based at Stanford (preferred) or remotely, and may include up to 20% travel. Please apply through Stanford University's job posting, available [here](#).