



Job Description | Associate Director of Pierce County Pathways

The Foundation for Tacoma Students is seeking a dynamic leader, to fill the role of *Associate Director of Pierce County Pathways*. This leader will support the organization to operationalize a new county-wide strategy to help realize our community's shared 2030 goal.

Graduate Tacoma's 2030 Goal

Our community-built goal states that by 2030, 70% of Tacoma Public Schools students will earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation. Targeted efforts will focus on students of color and those impacted by poverty.

About the Foundation for Tacoma Students

The Foundation for Tacoma Students (FFTS) plays a unique role in supporting the Graduate Tacoma community-wide movement. The Graduate Tacoma movement comprises more than 350 community partners that span the entire education ecosystem. We are parents and educators, early learning and higher education, business and labor, youth and community service, civic and philanthropy, local government and communities of faith. The Foundation for Tacoma and the Graduate Tacoma community movement believe in a Tacoma where every child succeeds in school, career, and life.

As the movement's 501(c)3 backbone organization, FFTS helps align organizations, institutions, and individuals around positive outcomes for students. We do this by connecting and convening partners and stakeholders, leveraging data transparency and analytics to inform decisions, supporting scalable professional development and continuous improvement processes, aligning funding and resources to deepen what is work and to catalyze new emerging practices, and centering policy and advocacy in all we do to create a more equitable and sustainable system for all.

Position Description

The Foundation for Tacoma Students seeks to fill the position of Associate Director of Pierce County Pathways. The Associate Director will support the FFTS Executive Leadership and will report directly to the Deputy Director who oversees the operations of the organization.

The Associate Director will work alongside the Associate Director of Collective Action, many Graduate Tacoma community partners and organizations, the Collaborative Action Networks (CANs), and/or advisory boards to accomplish specific tasks in service to *Pierce County Pathways*.

The *Pierce County Pathways* framework aims to support all students transitioning from high school into their preferred, right-fit postsecondary opportunity. This framework serves as a model to expand current

efforts in Tacoma and scale to districts across Pierce County - enabling more students to achieve success after high school.

Pierce County Pathways is made up of three interconnected, yet distinct areas:

- **Postsecondary Access** - Focused on providing the distinct support needed for every middle school and high school student to explore, engage, understand, and act on a meaningful pathway that fits their postsecondary plans.
- **Postsecondary Completion** - Focused on increasing the completion rates of 2- and 4-year college degrees and certificates of high school graduates by working on systems-level changes with institutional and community partners.
- **Postsecondary Workforce** - Focused on supporting high school graduates' transition into a good-earning wage opportunity that enables full-time workers to support their household based on family composition, keeping up with changes in costs in our region. A good job also includes clear opportunities for wage progression, healthcare benefits, and potential for retirement savings.

Specific Duties and Responsibilities

- Provide strategic direction and management of Pierce County Pathways, including staff and budget management, communications, and data tracking/analysis
- Support the facilitation of strategic design sessions with key community stakeholders (ex. Tacoma Completes Advisory Board), including meeting facilitation, scheduling, and communications
- Support institution-specific programs and strategies (per their guidance) in service of Pierce County Pathways goals and objectives
- Facilitate partnership opportunities between institutions and community organizations
- Develop metrics and align outcomes to Graduate Tacoma's mission, vision, and relevant community indicators
- Maintain and strengthen relationships with key stakeholders within the broader postsecondary and workforce communities
- Alongside Executive and Deputy Director, develop and cultivate new key partnerships with funders/funding sources that result in sustainable support for Pierce County Pathways
- Represent FFTS and Graduate Tacoma in related community groups, including, but not limited to, the Tacoma College Support Network, Graduate Tacoma Advocacy Network, STEAM Network, Business Roundtable, and the Pierce County Community Engagement Task Force

Desired Outputs/Outcomes

- Design and implement a strategic action plan, including defined partner roles, interventions/work plans, timeline & projections (by month, quarter, etc.), communications strategies (website, blogs, media, etc.), and budget.
- Develop defined indicators in service to Pierce County Pathways, in alignment with Graduate Tacoma's 2030 Goal and includes improvement expectations by strategy (eg.g., intervention 'A' will yield an X% increase in postsecondary completion rates by end of 2022).

Experience, Skills, and Competencies

- Bachelor's Degree with two or more years of experience in education, community building, and/or system building or 5 consecutive years of experience in education, community building, and/or systems building with demonstrated success of program and/or systems improvement
- Impeccable written and oral communication skills
- Strong and authentic ability to interact effectively with diverse stakeholder groups
- Excellent project management and organizational skills with an ability to manage multiple priorities and complex tasks
- Ability to develop and effectively manage program timelines to ensure completion of deliverables
- Proven success leading and managing projects with multiple external partners
- Ability to clearly communicate technical information to a wide variety of audiences
- Strong interpersonal skills
- Demonstrated experience helping practitioners use data to improve performance
- Strategic and critical thinker with the ability to adapt to unexpected situations or outcomes
- Demonstrated experience working with disenfranchised communities, particularly communities of color and those impacted by poverty
- Strong familiarity with equity issues (racial, economic, geographic, etc.), particularly in Tacoma/Pierce County
- Budget management skills
- Proficiency in Google and Microsoft Office Suite
- Ability to travel for organization events while upholding the values of FFTS

Compensation

The hiring range for this position is considered a Scale 3 and ranges from \$70K to \$80K. Salary for the job is commensurate with experience. This position offers a competitive benefits package.

How to Apply

Please email a Resume and Cover Letter to Leigh Butler at hr@graduatetacoma.org using the subject line "Associate Director of Pierce County Pathways – YOUR NAME." **No phone calls, please.**

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.

Our Vision:

A Tacoma where every child succeeds in school, career, and life.

Our Mission:

To build and strengthen Tacoma's community-wide movement to help every child achieve success from cradle to college and career.