



## SBCC Promise Manager

The SBCC Foundation is seeking candidates for the position of **SBCC Promise Manager**. The SBCC Promise Manager leads the coordination and implementation of the SBCC Promise. Established by the SBCC Foundation in 2016, the SBCC Promise is 100% privately funded by donations to the SBCC Foundation and is a national leader in the College Promise movement. The SBCC Promise offers two full years of support (tuition, fees, books, and supplies) to qualifying local students. Complete details on qualifications and a program description are available at [SBCCPromise.org](http://SBCCPromise.org).

### WHO WE ARE:

The **SBCC Foundation** is a national leader in community college philanthropy. Since 1976 it has provided Santa Barbara City College with private support, serving as the vehicle through which individuals and organizations may invest in the college and its students. As an independent 501(c)(3) non-profit organization, with assets of more than \$80 million, the Foundation distributes approximately \$5 million annually for student success programs (such as the SBCC Promise, offering all recent local high school graduates the opportunity to attend SBCC full-time at no cost), scholarships, book grants, and other critical needs of the college. The SBCC Foundation fuels the excellence of Santa Barbara City College by engaging the community, building relationships, and inviting the generosity of donors. The resources raised and managed by the Foundation enrich college programs, remove barriers, and empower students to succeed as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

### THE ROLE:

The **SBCC Promise Manager** is responsible for all aspects of the efficient and effective functioning of the SBCC Promise. The position establishes and manages relationships with SBCC departments and programs that serve and support SBCC Promise students. The SBCC Promise Manager maintains close working relationships with all regional secondary schools (public, private, and home school organizations), leads outreach efforts to increase knowledge of and participation in the SBCC Promise, and coordinates efforts to support successful enrolment in the SBCC Promise. The position conducts regular review and analysis of the SBCC Promise with research partners in order to inform its growth and evolution and works creatively to solve problems. The SBCC Promise Manager provides training and oversight of one or more Promise Intern(s) in performing administrative tasks and communicating important deadlines and requirements to SBCC Promise participants.

## WHAT YOU WILL CONTRIBUTE:

- Lead the coordination, planning, and implementation of the SBCC Promise;
- Represent the SBCC Foundation and the SBCC Promise to internal and external constituencies;
- Manage the SBCC Promise budget, working closely with the SBCC Foundation and College finance departments;
- Facilitate meetings with the SBCC Promise implementation team as well as with K-12 community groups, school partners, counselors, students, and parents;
- Conduct ongoing analysis of SBCC Promise processes and data to identify opportunities for policy or procedural improvements, making data-informed recommendations to help ensure the program is cutting-edge and continues to meet the needs of SBCC Promise participants, the SBCC Foundation, and SBCC;
- Verify eligibility status for all SBCC Promise participants and manage the SBCC Promise eligibility review process;
- Monitor and update the SBCC Promise email aliases, website, and social media accounts, working closely with the Foundation's Director of Marketing and Communication, as needed;
- Collaborate with SBCC Student Services (Admissions, Enrollment Services/Outreach, Student Finance, Financial Aid, Academic Counseling, Career Center, etc.) to ensure coordinated delivery of services for all SBCC Promise participants;
- Plan, develop, and execute engagement strategies for SBCC Promise participants, as well as internal and external stakeholders, to gain support and understanding of the SBCC Promise;
- Prepare performance reports about SBCC Promise, including data on student participation levels, sourcing high schools, retention and completion statistics, application/eligibility trends, and program costs;
- Develop and conduct presentations and trainings to schools, community-based organizations, and other community groups and partners, and support corresponding college outreach efforts;
- Train, manage, and supervise SBCC Promise Interns; and
- Stay abreast of national, state, and local trends affecting College Promise programs.

## HOW YOU WILL SUCCEED:

- **Collaboration and Inclusivity** – have the capacity to develop and maintain positive and productive working relationships with all foundation colleagues, SBCC administrators, faculty, staff and community educational partners; be an excellent team player who models collaborative work behaviors;
- **Communication** – Effectively transfer thoughts and expresses ideas orally or verbally in individual and group situations; share information openly and frequently and keep others well informed; keep the CPO and CEO well informed of work progress in meeting objectives; use effective listening skills to gain understanding from others; possess highly developed written skills;

- **Drive for results** – Demonstrate commitment to achieving results against internal and external standard of excellence; show a passion for continuous improvement;
- **Initiative** – anticipate what else may be required beyond the express fundamentals of the job; propose things that have not been requested that will improve or enhance the operation, avoid problems, or develop opportunities; plan ahead, anticipate challenges, and take appropriate action;
- **Problem Solving** – Build a logical approach to address problems or manage situations at hand by drawing on your knowledge and experience base, and calling on other colleagues and resources as necessary;
- **Passion** – Demonstrate commitment to the organization’s mission and passion for the unique role that community colleges play in creating equitable access to higher education in the United States;
- **Flexibility** – Be flexible and adaptable to changing needs and priorities as expressed by Santa Barbara City College and the Foundation.

**WHAT YOU BRING TO THE TABLE:**

- Strong interest in and commitment to the role of higher education in advancing personal success, community strength, economic advancement, and social equity;
- Availability to work occasional evenings and weekends;
- Excellent written and oral communication skills;
- Strong working knowledge of financial aid processes;
- Experience in preparing and managing budgets;
- Experience working with high school and/or college students;
- Understanding of confidentiality and privacy related to storing and sharing student information;
- Bilingual Spanish/English preferred;
- Familiarity with word processing, database, and spreadsheet software; experience with student reporting programs (Banner, Argos) a plus;
- Familiarity with data gathering and research methods a plus;
- Familiarity with website platforms (e.g. Squarespace) and social media platforms a plus;
- Bachelor’s Degree, or equivalent experience;
- Valid driver’s license and auto insurance, with good driving record.

**COMPENSATION:**

The SBCC Foundation is committed to offering competitive compensation. The starting cash compensation range for this position is \$70,000 to \$80,000. A generous benefits package includes a comprehensive health plan, 403b match, and professional development support.

**TO APPLY:**

Send a cover letter and resume to [morris@sbccfoundation.org](mailto:morris@sbccfoundation.org).

No phone calls, please.

The position is open until filled.

References and other materials may be requested at a later date.