

EMERGE
Vice President of Programs

Estimated Start Date: October 2023

Starting Salary Range: \$140,000 – \$150,000

Reports To: Anastasia Lindo Anderson, PhD., Chief Executive Officer

Location: Houston, TX. Hybrid. Onsite work is expected 2 – 3 days a week.

This is a thrilling moment to become part of the EMERGE team. Here's why:

- EMERGE consistently achieves remarkable outcomes by supporting exceptionally talented students from low-income backgrounds to access the nation's top colleges and universities.
- With an impressive admission rate of 95% into selective colleges, and an 80% on-time college graduation rate with minimal debt, we're making a significant impact. Our outreach extends to over 3,000 students.
- As we expand, we seek an ambitious leader who envisions overseeing programs across multiple regions, both within and beyond Houston.
- Joining us means collaborating with a leadership team of dynamic, like-minded, supportive professionals. We possess the prowess to bridge high-level strategies with precise execution and an unwavering dedication to achieving substantial student outcomes.
- We care about students, and we care about our colleagues. We are diligent in our efforts and equally enthusiastic in creating a fun and joy-filled place to work.

The Opportunity:

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges and universities across the nation.

The Vice President of Programs (VPP) is a senior leadership role at EMERGE who will oversee the design, development and implementation of EMERGE programs. The VPP will join a highly collaborative organization, and directly supervise three Managing Directors that lead the primary functions of the department: Strategy and Innovation, College Access, and College Success. The VPP leads a team of 28 employees, overseeing staff development and management of all programs, ensuring they are delivered effectively, efficiently and resources are stewarded appropriately. The VPP evaluates program outcomes and focuses on continuous improvement and innovation to increase the number of high-achieving students from low-income communities who apply, attend and graduate from selective colleges.

The Vice President of Programs will report to the Chief Executive Officer and join a six-member Executive Leadership Team (ELT) responsible for organizational vision, and positioning EMERGE as the leading national college access organization that will serve over 5,000 students annually by 2027. The VPP will collaborate with the ELT, playing a critical role in shaping the organization's programmatic direction, ensuring its initiatives align with its mission, and driving positive experiences and outcomes for students and staff.

We are seeking a dynamic and experienced leader with a strong understanding of the college access landscape and the communities EMERGE serves. This leader will have the ability to connect big-picture strategies with implementation details to guide our teams toward meaningful results for students. The VPP will be an excellent communicator, skilled in vision setting, strategic and programmatic planning, a strong team builder, and ability to collaborate across functions to achieve outcomes.

The Work:

Program Vision Setting, Planning and Management

- Lead program vision to build a replicable and national program model driven by innovation, continuous improvement and clear measures of success
- Develop and implement strategic plans for the organization's programs, aligning them with the overall mission and goals
- In partnership with Managing Directors, provide leadership in strategic planning and annual workstreams, ensuring program priorities are reflected in plans, staffing structures and capacity are assessed, and progress monitoring structures are implemented to achieve and assess program outcomes
- Support Managing Directors with program development, scaling, and ongoing innovation, including troubleshooting programmatic issues, staying up to date on best practices in the field and identifying strategic growth opportunities where EMERGE can improve service and outcomes for students
- Lead annual and ongoing planning processes to ensure EMERGE programs are addressing and forecasting growth and capacity needs and matching planned activities with available and expected resources
- Provide leadership for new programs & initiatives and special projects that involve multiple programmatic departments

Lead a High-Performing Team

- Lead the Managing Directors of the three EMERGE program departments — Strategy and Innovation, College Access and College success — providing leadership, coaching, support with staff development, and program management

- Cultivate trusting relationships with direct reports and across the organization, inspiring, motivating and coaching them to execute priorities and deliver optimal program results
- Develop senior program leaders, ensuring they have clarity in their role, priorities and team goals, and can effectively make decisions for their team
- Lead the development and implementation of team systems and structures that are aligned with organizational structures to increase clarity and efficiency in how the team operates
- Collaborate with MDs to manage overall team dynamic by leading through the lens of equity to ensure an inclusive and effective team culture

District Partnership Management

- Manage relationships with district partners and district leadership teams to ensure effective program outcomes that are aligned with district-wide strategic goals
- Effectively manage district contracts to ensure all services are met, provided at high quality and adjustments are made when necessary to improve partnership experience
- Lead communication and engagement strategy with district partners to drive continuous cultivation of district relationships, program buy-in and satisfaction
- Collaborate with CEO and VP of Growth and Strategy to implement expansion workstreams by providing strategic insight and support to developing and onboarding new district partners

Organizational and External Leadership

- Serve as an active member of the Executive Leadership team (ELT), representing programs and ensuring strong alignment between programs and other organizational departments
- Collaborate with ELT on strategic planning and implementation of org wide annual priorities
- Provide data, information and time to support the decisions and implementation of org wide initiatives on the operation and development team
- Provide thought leadership related to EMERGE programs through presentations at conferences and engagement with local and national media, donors, and the EMERGE Board of Directors.

The Person:

Strategic Thinker & Problem Solver

- Uses 'out of the box' thinking to improve or enhance our processes; shares learnings with others and encourages the team to keep innovating and moving forward
- Actively develops systems, policies and procedures to create long term change
- Sees the big picture, sets a vision and creates milestones for team to achieve goals
- Identify gaps and opportunities, and make a strategic plan for self and team that is aligned with program mission and outcomes
- Prioritizes daily, weekly, monthly and quarterly actions for self and team to meet annual goals; delegates actions appropriately across team
- Resolves challenges with an eye toward what is required to scale and sustain solutions

Relationship Builder

- Builds trust with their team and the broader team to foster a collaborative culture, engage in healthy conflict and discussion, and produce stronger outcomes as a result
- Motivates and empowers the team to drive towards a common goal; celebrates wins and fosters an attitude of gratitude
- Engages with direct reports and broader team in coaching and feedback conversations; facilitates development of team
- Spends time growing their network and knows when to engage stakeholders during the problem-solving process

Strong Communicator

- Communicates proactively and effectively to ensure alignment up, down and across the organization
- Seeks input from the right sources ahead of major decisions or changes being rolled out; provides or seeks clarity when unclear or in disagreement
- Proactively communicates decisions and “need to know” information to the direct team and the broader team

Functional Leader

- Displays a sense of ownership and responsibility of key metrics and functional focus areas, including being clear on decision making rights and communicating those decisions and being seen as a content expert who can share important data/information
- Engages in continued professional development around critical knowledge & skills needed to lead team/initiatives effectively
- Drives accountability through listening, responding and follow through

- Models ability to adapt to new information or changing context, while remaining focused on expansion outcomes

Resource Maximizer

- Thinks strategically about how organizational funds are being spent; understands area budget and cost drivers well enough to create budget and reallocate as needed throughout the year
- Thinks critical about major spending decisions to ensure organizational funds are being used wisely and understands the return on investment prior to spending; ensure team is also working to maximize resources

Must Have Skills and Mindsets:

- A deep commitment to EMERGE's mission
- A commitment to Diversity, Equity, Inclusion demonstrated by a demonstrated willingness to examine personal identity and biases and comfort engaging in and model conversations around race, class, and privilege
- Demonstrated skill in managing a high-performing, equity focused team: evidence of leading a team to improve results, building a strong culture with high expectations, coaching, and developing direct reports, and developing authentic and trusting relationships across the team
- A demonstrated career-long history of constant learning and continuous personal development learning through self-awareness of strengths and areas of improvement; a track record of building skills and knowledge through personal initiative; and a history of executing on feedback to improve performance
- Strategic thinking and project management: the ability to create a plan with complicated, nuanced factors, organize information in a clear and easy to use manner
- Strong analytical thinking, including experience and skills with contributing to the development of and managing budgets and working in excel/google sheets
- A high degree of personal leadership, organization, and drive: evidence of taking initiative and owning outcomes for yourself and others
- A solutions orientation: the ability to identify and implement solutions independently in a fast-paced, entrepreneurial environment, and a track record of taking responsibility when faced with challenges

Required Experience and Expectations:

- Minimum of 7 years of senior level experience with a K-12 education nonprofit, school district/CMO leadership, or in higher education with a strong track record of program or operational scaling experience
- Ability to operate in a high-speed, dynamic environment

- Location: Houston. Hybrid work is expected; we are in the office 2 – 3 times a week

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Who We Are:

Founded in 2010, EMERGE is a college access organization changing the life trajectories of thousands of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As EMERGE’s impact has grown, our nonprofit team has grown to over 45+ staff members. You will be joining an energetic, passionate team of individuals working to propel Houston’s top talent upwards and onwards.

What We Offer:

Compensation

At EMERGE, we aim to enact our core value of “equity grounds us” within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees.

Our salary bands are established to accommodate growth within the role and varied experience levels at the point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

Health Benefits

EMERGE offers comprehensive medical, dental, and vision coverage. EMERGE also provides short-term and long-term disability insurance, along with life insurance.

Retirement Planning

Eligible employees may participate in EMERGE’S 403(b) plan. EMERGE will match 100% of eligible contributions up to 3 percent of your gross earned salary.

Paid Time Off

Eligible employees have access to 27 Paid Time Off days for the year upon their first day of employment. EMERGE is closed for 18 holidays.

Professional Development

Eligible employees are awarded role specific stipends for relevant professional development opportunities as well as access to internal EMERGE development tracks as they are offered.

Priority Application Deadline: Friday, September 1st @ 11:59pm CST

The review of applications will begin immediately and continue until the position is filled, although submission before the priority deadline is highly encouraged.

Apply at: <https://emerge-fellowship.breezy.hr/p/7a3ad5c3b7ee-vice-president-programs>