

Postsecondary Commission

Postsecondary Commission Position Opening: Manager of Community of Practice

Position Overview

The Community of Practice team for the Postsecondary Commission will promote and support colleges — existing ones, new ones, and aspiring ones — that share PSC’s belief in earnings outcomes, transparency, innovation, and accountability. The team will seek to support and promote a pipeline of new college entrepreneurs and to shorten the learning curve of these new college entrepreneurs as they strive to launch new institutions. The Manager of PSC’s Community of Practice will directly support this work to create and convene a movement of colleges dedicated to economic mobility, innovation, accountability, and transparency.

The Manager role will work with and report to the Director of Community of Practice.

Organizational Overview

The Postsecondary Commission is a nonprofit organization working to become a new college accreditor. We want to be the accreditor for colleges – both new and current ones – that create economic mobility for students, are transparent with their outcomes, and are willing to be held accountable for their results. We have five core principles that guide our work - we will only accredit nonprofit colleges; we will measure and report colleges’ economic mobility outcomes; we will protect students and taxpayers through transparency of and accountability for outcomes; we will seek out and welcome innovation in our colleges; and we will be structured and operate free from conflicts of interest. The federal recognition process is long and in 2023, as part of that process, we will develop, seek public input on, and release our standards, protocols, and procedures for accreditation. We will also begin to work with partner colleges to implement and refine our proposed approach to accreditation. This is the work that will define the Postsecondary Commission as a new college accreditor and this is the work that every role will help support.

Responsibilities

- **Build a Network.** The Manager of Community of Practice will help manage the build-out of a network of individuals and entities, primarily practitioners, who are committed to a movement of new colleges. This work will include:
 - **Entrepreneur Identification** - Manage the ‘list building’ of social entrepreneurs working in higher education and interested in or currently running innovative colleges.
 - **Innovation Ecosystem Engagement** - Manage the different outreach and engagement channels (newsletter, Constant Contact, Slack, etc) and help research and provide content as needed. This position will work closely with staff from both the accreditation and communications teams.
- **Plan and Execute Events.** The Manager of Community of Practice will facilitate formal and informal connection opportunities for the network that gets built.
 - **In Person Convenings** - This role will assist in organizing a yearly convening for all

Postsecondary Commission

- relevant stakeholders in the new college ecosystem, as well as host strategic local meetups and regionally and/or thematically focused networking events.
- **Online Community Building** - In addition to hosting in person convenings, this person will help manage an online community for new college entrepreneurs, with frequent opportunities for information sharing, networking, and movement building.
- **Create Content.** The Manager of Community of Practice will help build out the content and possibly other support that social entrepreneurs starting new colleges will need to be successful.
 - **Content Development** - New college entrepreneurs face myriad challenges starting new colleges. The person in this role will assist with developing high quality, accessible content that explains, showcases, and curates resources about how to overcome common challenges in launching a new college and using differential impact or value-add outcomes.
 - **Story-telling** - This position will also work with the communications team to capture stories of new college entrepreneurs, their colleges, their students, and their impact.

Qualifications & Experience

- **Prior Work Experience.** We would like someone who has 3-5 years of work experience in education or workforce, preferably higher education.
- **Perfectionism and Attention to Detail.** We need someone who has incredibly high work standards and an astute attention to detail. From the events to the content, there is little room for error as the Postsecondary Commission has to establish itself.
- **Relationship Management.** We are looking for someone who is a careful, effective, and intuitive relationship builder and manager. The Community of Practice will succeed based on the quality of interactions that outsiders have with the Postsecondary Commission.
- **Communicator.** This role requires a person who is equally adept and comfortable writing and speaking, preparing a meaty content document and creating a highly visual slide deck.
- **Project Manager.** We are a small team and this job will require firing on many cylinders simultaneously. This person should be comfortable managing multiple projects, details and deadlines.
- **Quick and Eager Learner.** No one starts knowing everything for a job, and this role will have a lot to learn. Candidates should have a proven curiosity and interest in learning.
- **Collaborative.** We are a small team. We need someone who works well with others, takes an interest in them, and builds them up.

Postsecondary Commission

- **Entrepreneurial.** The Postsecondary Commission is a startup. Things change constantly. We need someone who likes that sort of work environment. We need someone who is flexible, who processes new data and developments well, and who pivots quickly.
- **Humble and Kind, Open to Feedback, and Fun.** Yes, humble and kind, open to feedback, and fun. This is some of what we value.

Compensation and Process

The position can be located anywhere in the United States, and will be full-time. Compensation is dependent on knowledge, skills and experience with the expected range being \$70,000-\$95,000.

Interested candidates can apply by **sending a resume and short note of interest to jobs@postsecondarycommission.org**. This posting will be open until filled.