

## Chief Learning and Network Officer Job Description

### Job Overview

Reporting to the President and CEO, this position holds strategic and operational responsibility for supporting ATD's ability to help network colleges advance whole college change around ATD's institutional capacity model and also for supporting network college development, learning, and engagement. The incumbent is a thought leader in the field, and represents ATD's position and learnings in a variety of national venues. The Officer has primary responsibility for the areas of College Network Engagement and Coach Engagement, including the recruitment and retention of colleges and coaches, as well as the strategy and design of learning events, including DREAM.

### Duties and Responsibilities

#### **Coach Engagement (30%)**

- With the Vice President for Data, Technology, and Analytics, lead the ATD coaching model and curriculum design including hiring, assigning, evaluating and delivering professional development for the leadership coaching cadre.
- In collaboration with ATD colleagues, lead the building of a registry of technical assistance and subject matter experts around the seven capacity areas and related services.
- Support ATD in building out curriculum and technical expertise in areas that anchor the mission of ATD.

#### **Network Engagement (30%)**

- Develop and oversee a recruitment and retention program to bring new colleges into the ATD network and also to ensure there is a high level of satisfaction and engagement with ATD for colleges that are well into their student success work
  - Oversee annual college reporting processes and the design and delivery of college awards and status levels.
  - Oversee design and delivery of network survey and other instruments designed to monitor college progress, network satisfaction, and demand for services.

- Collaborate with ATD colleagues to develop and implement strategies to disseminate to the ATD network (and beyond) practices and learning gained from ATD's core experience as well as its Learning Initiatives, including:
  - Oversee the design of a portfolio of in-person learning events, including the annual DREAM convening, Kickoff Institute, and targeted events around the seven capacities and related services, such as the annual Data Summit and Teaching and Learning Institute, for presidents and other campus leaders.
  - Oversee the design of virtual communities and events aligned to the programs and services of ATD, including affinity groups for peer learning, the dissemination of new practices and findings, and professional development for college success teams, including the First Year Experience.
- Collaborate with ATD colleagues and the field in developing and delivering customized products and services of value to network colleges in support of their student success efforts.

### **Partnerships and Development (20%)**

- With the Vice President for Development, Marketing and Communications, support the development of relationships with partner organizations including corporations, philanthropy and other non-profit entities and collaborate on grant proposals as required.
- With the Vice President of Workforce Strategies and Policy, connect policy learnings from the work of network colleges to state and federal policy work.
- With the Chief Advisor to the President, expand revenue-generating and fee-for-service opportunities to support colleges in meeting their goals as well as to support ATD's financial viability, partnering with external organizations as appropriate.

### **Operations (20%)**

- Attract, develop and retain highly qualified team members, empowering them to elevate their level of responsibility.
- Provide for consistent quality of financial management, program and project management, and area administration.
- Provide leadership to achieve and sustain a culture of collaboration and equity, to support and mentor staff, and to provide strong professional development pathways.
- Work collaboratively with the senior leadership team to integrate cross-program activities and functions.

## Skills/Qualifications/Experience

- Minimum 10 years related experience as a leading community college/higher education practitioner and advocate
- Master's degree required; doctorate preferred
- Demonstrated thought leadership related to change leadership and product and service development with the ability to operate as an effective tactical and also strategic thinker
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Ability to work productively in both team and independent settings; must be self-reliant, a good problem solver, and results-oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact initiatives
- Exceptional written, oral, interpersonal, and presentation skills, and the ability to effectively interface with colleagues and ATD's board of directors
- Must be self-motivated and disciplined with capacity to be highly productive working under pressure and within time constraints
- Proven track record of success facilitating progressive organizational change and development within a growing organization

## Position Details

Position Type: Full Time, Exempt  
Reports To: President and CEO  
Level of Travel Required: Frequent

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