

MATRICULATE

Managing Director, Strategic Initiatives & Communications
New York, NY or Remote

Position:	Managing Director, Strategic Initiatives & Communications
About Matriculate:	<p>Matriculate is a national nonprofit working to ensure the nation's talented, diverse students from low-income backgrounds have the opportunity to attend college and thrive, and our mission is to empower high-achieving high school students from low-income backgrounds to make the leap to our nation's top colleges and universities. As such, Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek to build a team that is active in contributing to advancing and sustaining a culture in which all lived experiences are welcome. As an organization committed to diversity, equity, and inclusion in theory and action, our vision is that one day all students in America will have access to and be effectively supported at a variety of colleges and universities—regardless of their race, income or background—which will give them a unique opportunity to change the trajectory of their lives and the lives of their families.</p> <p>Matriculate is working to build an America in which all students have a fair shot at attending and succeeding at their college and/or university of choice—including institutions that have long been reserved primarily for individuals from an affluent background. To do so, we empower teams of undergraduates to provide free virtual college advising to high-achieving high school juniors and seniors from low-income backgrounds. Equipped with more than 50 hours of training, undergraduate Advising Fellows provide the information, guidance, and support that these high school students need to apply to, gain admission at, and excel in the best institutions. Matriculate is working to build an America in which all talented students have a fair shot at top colleges and universities long reserved primarily for the elite.</p> <p>Matriculate is committed to creating a diverse organization and fostering an equitable and inclusive culture. We believe in the power of team, people-centered approaches, equity-centered philosophies and practices, and a dedication to meaningful, lasting impact. With this in mind, we strive to be a place in which individuals can engage in meaningful work, contribute to the mission, collaborate with colleagues and stakeholders, and also experience a culture in which there is room to reflect and grow, refine practices, contribute and collaborate, deliver outcomes, and have the spaciousness needed to rejuvenate in order to be your best self.</p> <p>Matriculate is a founding partner of Bloomberg Philanthropies' college access and success initiative called CollegePoint, which aims to help as many as 65,000 students to apply to, enroll in, and graduate from the best colleges and universities.</p>
Position Overview:	Matriculate is seeking a visionary, strategic and results-driven leader to join our team as Managing Director of Strategic Initiatives & Communications. In this critical role, you will partner with the CEO and senior leadership team

MATRICULATE

to advance our mission of closing the college degree divide and opportunity gap in the country.

As the Managing Director of Strategic Initiatives & Communications, you will work both “from the balcony and on the dance floor” to proactively and intentionally connect the CEO’s vision, the organization’s strategic plan, and the experience of Matriculate’s staff and the students it serves in ways that honor the organization’s people, mission, and intended impact. You will do this through serving as a strategic partner to the CEO, managing internal communications, supporting board management and collaboration, and leading a portfolio of cross-functional strategic initiatives and special projects that will enable us to meet organizational goals, evolve our approach based on research and best practices, reach more students, and deliver even greater impact.

As a result of your leadership, we hope to achieve the following results:

- Serve more students at our gold-standard level of impact, with greater efficiency.
- Strengthen a culture of cross-functional collaboration and results-orientation.
- Create internal operating conditions that enable the CEO to direct maximum attention toward external stakeholders, trusting that our internal processes and teams have been set up for success.

Overall, this is an impactful and rewarding role that requires a unique combination of strategic thinking, leadership, and hands-on execution. Your leadership and contributions will be essential to shaping a strong, inclusive, and high-performing culture at Matriculate, one that supports our mission and values, aligns our strategic initiatives with our goals, and delivers measurable impact for the students we serve.

The position reports to the President & CEO and works collaboratively across the organization to engage and align with staff in all roles. The ideal candidate will be an experienced strategic thinker, project manager, and relationship builder with a strong results-orientation and background in strategic planning, organization-wide communications, and diversity, equity, and inclusion.

This is a full-time position with a competitive salary and comprehensive benefits package.

Position Responsibilities:

Key Responsibilities include:

Strategic Leadership and Special Projects:

- Partner with cross-functional teams and/or lead cross-functional working groups to identify and address organizational challenges and opportunities, driving change management as needed to support Matriculate’s strategic initiatives.

MATRICULATE

- Partner with the CEO and the executive team to develop and implement operational and communications plans to manage organizational change initiatives.
- Serve as champion and ambassador for diversity, equity, and inclusion and represent the Office of the CEO on the DEI taskforce.
- Provide strategic and project management support to the SVP of Program and Operations and the Managing Director of Finance throughout the organization's annual and strategic planning and budgeting processes.
- Establish and oversee internal systems and processes for monitoring, assessing and reporting on progress towards annual and longer-term strategic goals.
- Identify opportunities to leverage cross-functional strengths to take advantage of new opportunities and/or to address organizational challenges.
- Work closely with the executive team and other stakeholders to identify new opportunities for growth and impact, develop business cases, and support implementation planning for initiatives that drive sustainable growth and measurable impact aligned with the organization's goals and strategic plan.
- Analyze data, assess the competitive landscape, and make strategic recommendations to the executive team.

Internal Communications and Office of the CEO Management:

- Manage internal communications strategy and cadence, partnering with the VP of External Affairs to ensure alignment as necessary with external communications.
- Develop and implement organization-wide internal communication strategy and practices to support strong communication, inclusion, and cross-functional coordination.
- Draft/support development of CEO communications and presentations.
- Ensure smooth functioning of the Office of the CEO by supporting schedule management, preparation, and meeting logistics.
- Gather regular staff feedback on the above in service of continuously improving related processes and practices.

Board Operations and Engagement:

- Manage the cross-functional preparation process for quarterly Board meetings and as requested serve as a liaison to the Board of Directors on behalf of the CEO.
- Develop and identify opportunities to improve key Board-related processes, including knowledge management, communication, and onboarding of new Directors.
- Partner with CEO and Revenue Team on Board-related communications, including:
 - Preparation of meeting materials
 - Development of engagement initiatives
 - Providing regular updates on strategic planning, annual planning, strategic initiatives, and impact metrics
 - Collecting and synthesizing regular Board feedback in service of continuous improvement

MATRICULATE

	<ul style="list-style-type: none"> • With the CEO, ensure strategic alignment between Board and executive team goals and initiatives.
Candidate Qualifications:	<p>To fulfill these responsibilities, the ideal candidate will have:</p> <ul style="list-style-type: none"> • Commitment to the mission, vision, and values of Matriculate. • Bachelor’s degree (advanced preferred) in related field or equivalent work experience. • 15+ years of experience with demonstrated success leading work and cross-functional initiatives to measurable outcomes. • Demonstrated forward-thinking strategic leadership across all levels of an organization, including executives, management, and staff at all levels, including in moments of ambiguity. • Experience leading teams and managing projects to achieve strategic objectives. • Experience leading and coaching teams with a diverse range of experiences towards shared goals. • Analytical and problem-solving skills and experience working with data and data analysis to make decisions and drive impact. • Strong project management skills, with the ability to manage multiple projects and prioritize tasks effectively. • Strong relationship-building skills and the ability to work effectively with diverse stakeholders, including being influential in situations without formal positional authority. • Excellent communication and presentation skills, with the ability to communicate complex ideas clearly, concisely, and persuasively. • Commitment to ongoing learning and improvement. • Excellent judgment and impeccable integrity. • Demonstrated commitment to the values of diversity, equity, and inclusion. • Willingness to travel domestically (at times up to 20%).
Location:	<p>We have a flexible, hybrid model for NYC-based staff. Employees in other areas are fully remote.</p>
Compensation:	<p>The starting salary, which is commensurate with qualifications and experience, is in the \$110,250 - \$126,000 range. This is accompanied by a comprehensive benefits package that includes health, vision, and dental plans; 10 paid holidays and December 25 through January 1; generous PTO; a flexible work schedule and remote work opportunities; professional development and personal growth opportunities; etc.</p>

To Apply:

Submit an email with the following details and attachments to careers@matriculate.org. Please note that applications will be reviewed on a rolling basis. Submission of a complete application requires:

1. **Attach PDF versions of:**
 - a. A tailored cover letter
 - b. A resume

MATRICULATE

- 2. Subject line: “Managing Director of Strategic Initiatives & Communications application, [your name]”**

Applications that are not submitted in accordance with these instructions or are missing documents will be deemed incomplete and will not be considered. All applications will be reviewed on a rolling basis until the role is filled.

Matriculate is proud to be an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, etc. All qualified applicants are encouraged to apply.