

# MATRICULATE

## Director, Technology Remote

<b>Position:</b>	<b>Director, Technology</b>
<b>About Matriculate:</b>	<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 in which 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 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>
<b>Position Overview:</b>	The Director of Technology will develop and implement the overall strategy, planning, and operations for technology, overseeing all aspects of IT operations for both the student-facing programs and the Matriculate office and staff. In the

	<p>immediate term, this role will ensure our student-facing systems are reliable and high-quality. The Director of Technology role is an opportunity for an entrepreneurial leader to establish the system, infrastructure, and procedures that will support Matriculate to reach more and more students and to help Matriculate staff realize more efficiency and collaboration across teams. This role will report directly to the SVP of Program and Operations and initially manage one Program Associate who will support project management, vendor management, and administration of platforms..</p> <p>Here at Matriculate, you would have a "customer" base of end-users, including:</p> <ul style="list-style-type: none"> <li>● The college students who provide peer advising services</li> <li>● All staff within the organization, across a broad range of functional expertise</li> <li>● Cross-department leaders, such as the heads of Program, Operations, Revenue, and Finance</li> <li>● Executive leadership responsible for using internal data to make key organizational decisions and programmatic decisions</li> <li>● A user base with a wide range of comfort with digital technology: Sometimes you will be working with tech-savvy team members who readily pick up new technology, and sometimes you will be a valued partner and coach to team members who will need to rely on you for close guidance every step of the way</li> </ul>
<p><b>Position Responsibilities:</b></p>	<p><b>Program Tools &amp; Products</b></p> <ul style="list-style-type: none"> <li>● Manage consultants and team to develop and maintain program tools, including student-facing tools (i.e. Salesforce) that enable Matriculate to capture, track, and gather data submitted by high school and advising fellows across the country.</li> <li>● Conduct regular user feedback sessions to understand and improve the experience of student users.</li> </ul> <p><b>Technology Strategy</b></p> <ul style="list-style-type: none"> <li>● Create a vision of technology use at the organization to support program needs and operational excellence, beginning with an assessment of the current state to identify gaps.</li> <li>● Stay informed about emerging technologies, trends, and best practices in the field of virtual advising and mentorship - including integrating tools to help Matriculate scale its program more efficiently.</li> </ul> <p><b>Infrastructure &amp; Systems</b></p> <ul style="list-style-type: none"> <li>● Develop and implement IT policies, procedures, and standards to ensure the security, integrity, and availability of all IT systems, data, and resources, at or above CISSP standards.</li> <li>● Provide leadership in the selection, implementation, and management of technology tools, platforms, and resources; manage and coordinate with external vendors, contractors, and partners.</li> <li>● Ensure compliance with applicable laws , regulations, and industry standards related to data privacy and security, including compliance with college/university partnership data agreements, FERPA and local student privacy laws.</li> </ul>

	<ul style="list-style-type: none"> <li>● Develop and implement IT governance frameworks and controls to ensure the integrity, confidentiality, and availability of organizational data and IT systems.</li> <li>● Monitor and assess IT risks and develop and implement risk mitigation strategies.</li> <li>● Be a change management champion to support the ongoing skill development of all of our end-users, including training, documentation, and ongoing support.</li> </ul> <p><b>Evaluation &amp; Measurement</b></p> <ul style="list-style-type: none"> <li>● Support the teams in building technology tools/functions to easily extract and analyze data to inform decision-making, strategy, and programming.</li> </ul>
<b>Candidate Qualifications:</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree.</li> <li>● 10+ years of experience in IT management or product management</li> <li>● Creating and owning the technology budget.</li> <li>● Strong understanding of IT systems, CRMs such as Salesforce, infrastructure, and operations, including third-party integrations.</li> <li>● Experience with educational technology tools, platforms, and resources.</li> <li>● Experience with recruitment &amp; admissions tools, platforms, and resources.</li> <li>● Experience with fundraising / grant management tools, platforms, and resources.</li> <li>● Proven experience in project management, including planning, execution, and monitoring.</li> <li>● Experience with IT governance, risk management, and compliance practices.</li> <li>● Strong analytical, problem-solving, and decision-making abilities.</li> <li>● Strong interpersonal and communication skills necessary to build relationships and collaborate in a diverse and dynamic team environment.</li> <li>● Experience managing people and leading teams, and managing vendors/contractors</li> <li>● Excellent judgment and impeccable integrity.</li> <li>● User-first and customer-first mindset.</li> </ul>
<b>Location:</b>	We have a flexible, hybrid model for NYC-based staff. Employees in other areas are fully remote.
<b>Compensation:</b>	Salary range of \$110,000-\$126,000, commensurate with experience. In addition, Matriculate offers a comprehensive benefits package.

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**To Apply:**

Submit an email with the following details and attachments to [careers@matriculate.org](mailto:careers@matriculate.org).

- Update the subject line to: "Director, Technology – [your name]"
- Attach PDF versions of your cover letter and resume

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 committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek team members who will be active contributors to advancing and sustaining a culture in which all lived experiences are welcome.*

*We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization.*

*All qualified applicants are encouraged to apply.*

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