

Institute for Higher Education Policy Degrees When Due Project Manager

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students, with a special focus on underserved student populations. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact policies that will address our nation's most pressing education challenges.

JOB SUMMARY:

The Degrees When Due (DWD) Project Manager will manage a large-scale national initiative that focuses on helping two- and four-year institutions pursue what we call “[degree reclamation](#)” strategies—evidence and equity-based strategies for institutions and systems to support students who have accumulated roughly two or more years' worth of credit, yet stopped out before actually receiving a degree. This position manages the project's implementation, onboards a critical mass of states and institutions into the initiative, builds partnerships to ensure meaningful participation, and connects DWD program execution to policy priorities within the Applied Research team, as well as IHEP broadly. A successful candidate will be passionate about college access and success and strengthen IHEP's mission and impact by helping us find new and creative ways to support completion among the nation's “some college, no degree” population. This position reports directly to the Assistant Director of Applied Research.

PRIMARY RESPONSIBILITIES:

- Manage the day-to-day work associated with this multi-year, multi-million dollar effort, including the management of support staff, consultants, and technical assistance providers; proactively planning end-to-end workflows; ensuring that the project stays on track and making adjustments to the project timeline as necessary, and remaining knowledgeable and informed about the status of all tasks throughout the project lifecycle.
- Build relationships with intermediary organizations, including state higher education authorities, advocates for minority serving institutions, associations of independent higher education institutions, and community groups to participate and recruit individual institutions to the effort.
- Monitor the continuous improvement of an effective online learning and training program that IHEP launched this year to communicate how to scale degree reclamation strategies to stakeholders from institutional administration and student data management (i.e., university registrar and institutional research), state data systems, and higher education agencies.
- Manage and hold accountable the various players within the Degrees When Due ecosystem, including instructional designers, coaches and master coaches, research team, consultants, state liaisons and campus leads and their teams.
- Help DWD research partners execute a robust quantitative and qualitative research agenda, drawing upon familiarity with postsecondary datasets such as IPEDS, BPS, and NPSAS, the grade-cohort longitudinal studies (e.g. ELS-02 from NCES), and National Student Clearinghouse reports.
- Track policy developments in state reverse transfer, credit articulation, data-sharing policies and advocacy efforts, any discoveries from the research project team, and propose new research in response to these events as well as provide research-based feedback for relevant federal and state-level policy discussions.
- Manage the project budget and ensure efficient use of organizational resources.

PROFESSIONAL SKILLS:

- Excellent verbal, interpersonal, and written communication skills with a strong attention to detail.
- Adaptability under pressure and able to reprioritize and delegate work among team in response to shifting goals or priorities.
- Able to anticipate and forestall problems, proactively seek solutions, and push projects to completion.
- Empathetic and collegial, with the ability to develop positive internal and external relationships.
- Strong analytical, critical and strategic thinking, problem-solving, and decision-making skills.

QUALIFICATIONS and EXPERIENCE:

We are looking for a combination of the following qualifications and experiences:

- Unwavering commitment to IHEP's mission of using research to inform policies that improve postsecondary opportunities, access, and success for low-income students, students of color, and other underrepresented groups.
- Practical experience with institutional administration and student data management (i.e., university registrar and institutional research) and/or state data systems and higher education agency functions.
- Familiarity with reverse transfer and other strategies that encourage degree completion among underserved student populations.
- An advanced degree in an education or policy-related field with at least three to five years related work experience is highly preferred; however, we will consider candidates with a bachelor's degree in an education or policy-related field with at least five to seven years of related work experience.
- Experience managing a team.
- Experience with both quantitative and qualitative research methods, specifically, use of postsecondary datasets such as IPEDS, BPS, and NPSAS, the grade-cohort longitudinal studies (e.g. ELS-02 from NCES), and National Student Clearinghouse reports.
- Ability to travel.

COMPENSATION:

Salary is competitive and commensurate with experience. IHEP offers a comprehensive benefits package.

HOW TO APPLY:

Interested candidates should submit a **cover letter**, **resume**, and **writing sample** (no more than five pages, sections from a longer paper are fine) to be considered for this position. To apply, please click [here](#).

The Institute for Higher Education Policy is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.

