Job Advertisement

Program Manager

The California Education Learning Laboratory (Learning Lab) is a state-funded public higher education grant program designed to improve learning outcomes and close equity gaps in STEM and other disciplines. Learning Lab seeks to fund innovative, intersegmental, faculty-led projects that aim to improve online and hybrid learning environments, and leverage technology tools and the science of human learning to foster student success. Learning Lab is administered by the Foundation for California Community Colleges (Foundation) on behalf of and in partnership with the California Governor’s Office of Planning and Research.

Learning Lab seeks a dynamic, hardworking, entrepreneurial Program Manager to join our small team of relentless optimists and innovators in education. Together we will work collaboratively to increase student success and equity across California’s public higher education system.

WHAT YOU’LL DO

Under the direction of the Senior Director of Strategic Communications and Incubation and the Director of California Education Learning Lab, the Program Manager will have primary responsibility for providing key technical development assistance to approximately 20-30 Learning Lab-funded projects. The Program Manager will also assist with development of new grant opportunities, communication and outreach strategies, conferences/convenings, and professional networks and communities integral to the success of the Learning Lab. The Program Manager will perform research and analysis relating to California higher education, including higher education innovation, technology use and opportunities, effective and culturally responsive pedagogy, and assessment.

WHAT YOU BRING

- Serve as the primary contact for a portfolio of 20-30 Learning Lab funded projects, providing grantees technical assistance and increasing their project’s potential.
- Synthesize the status of projects within the portfolio and disseminate results through reports—such as Learning Lab’s annual report to the legislature—presentations, briefings, and other forms of communication.
- Work with staff and the Learning Lab Advisory Council to develop requests for proposals and further Learning Lab’s goals.
- Manage grant outreach as well as the receipt and review of proposals. Interface with potential applicants to help them navigate the grants process, and then provide assistance to selection committee members and/or external reviewers during the proposal evaluation process.
- Develop communication and outreach strategies to engage professional networks and communities integral to the success of the Learning Lab.
- Act as an organizational ambassador at events, such as meetings and conferences, and provide program development support and input where there is opportunity.
• Emulate and participate in a culture of shared leadership. Promote organizational values.

IDEAL CANDIDATE QUALITIES

• Relevant BA/BS, equivalent work experience, or a combination of both
• Master’s degree preferred
• Minimum of five (5) + years of professional work experience with demonstrated success
• Minimum of five (5) + years of progressive work experience in a relevant field
• Minimum of two (2) + years of experience in an education or non-profit environment
• Passionate about increasing student success and educational equity, promoting a more just and equitable public higher education system:
  o Understanding of or interest in higher education technology systems and tools
  o Understanding of or interest in online/hybrid education
  o Understanding of or interest in pedagogical/education-based research
  o Understanding of California’s public higher education system preferred
• Practices ownership, takes accountability, and is able to manage projects, prioritize tasks, and deliver quality products on time with limited supervision:
  o Excellent organizational skills and attention to detail
  o Excellent work ethic/entrepreneurial ethic
  o Excellent writing skills
  o Prior supervisory experience preferred
  o Prior experience managing or developing grants preferred
• Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders:
  o Excellent communication and interpersonal skills
  o Ability to build and maintain credibility with faculty
  o Ability to work remotely and navigate various technology platforms
• A strategic and creative thinker who can problem-solve, working within and across teams to swiftly respond to identified needs.
• A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution

WHAT WE OFFER

You’ll join a group of mission-driven, passionate, equity-minded individuals with a strong desire to impact and change lives for the better through education. You will join a collaborative environment where each team member plays an important role in helping to create the best opportunities and equitable environments for students to learn and achieve their goals in higher education.

We operate from an office located in downtown Sacramento’s thriving R Street corridor. Our benefits include the CalPERS defined benefit retirement plan, generous medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth, and providing diverse opportunities for continued learning, professional development, and advancement.

To learn more about the position, read the full job description > Program Manager, Incubation

Program Manager, Incubation Job Advertisement
For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Program Manager, Incubation”.

The Foundation for California Community Colleges is the official nonprofit auxiliary to the California Community Colleges Chancellor’s Office, serving 2.1 million students, campuses, and communities. The Governor’s Office of Planning and Research is a state agency under the California Office of the Governor.