



## **Job Opportunity: Senior College Access Manager - Glen Allen, VA (Innsbrook)**

Partnership for the Future (PFF) is a college access and success program that serves nearly 500 first generation, low to moderate income high school and college students in the Richmond Metropolitan area each year. Through year-round programming, including a seven-week paid summer internship, PFF equips students with the tools, experiences, and confidence to succeed in college and beyond.

PFF is seeking a **Senior College Access Manager (Sr. CAM)**. The Senior College Access Manager (Sr. CAM) plays a pivotal role in advancing PFF's mission by guiding high school seniors through every stage of the college admissions and financial aid process. This leader ensures students have the knowledge, resources, and mentorship to matriculate into college with minimal to no debt.

The Sr. CAM will direct the volunteers in our GUIDES Mentor Program, co-lead partnerships with higher education institutions, and manage PFF's internal scholarship program. This role is both student centered and strategic, requiring strong leadership, cultural competency, and the ability to inspire and engage diverse stakeholders.

This is a hybrid position, and the hours are primarily between Monday-Friday 9:00-5:00 p.m. with occasional nights, weekends, and overnights required.

### **Core Responsibilities**

- Provide individualized and group advising to 12th grade students on all aspects of the college admissions process, including applications, essays, and decision making.
- Deliver technical support for FAFSA completion, financial aid award analysis, and affordability planning.
- Manage PFF's internal scholarship program to maximize access to financial resources.
- Direct the GUIDES Mentor Program, including mentor recruitment, training, and ongoing support.
- Monitor student and mentor engagement, review progress reports, and ensure timely submission of scholarship applications.
- Collaborate with staff and volunteers to plan and execute signature events, such as College Decision Day and our Reaching for the Stars Closing Ceremony.
- Serve as the organizational lead for college admissions processes, ensuring practices are aligned with evolving trends and policies in higher education.
- Cultivate and maintain strong relationships with local and national colleges, universities, and partner organizations to expand opportunities for students.
- Ensure timely submission of student deliverables (award letters, assignments, reports).
- Maintain accurate, organized program records and data to track outcomes.
- Support cross departmental collaboration to achieve organizational goals.

### **Core Competencies**

- *Student Centered Leadership:* Deep commitment to supporting first generation, low income, and students of color.
- *Cultural Competency:* Ability to work effectively across lines of difference with empathy, respect, and inclusivity.
- *Strategic Thinking:* Ability to analyze trends in higher education and adapt program strategies to maximize student success.
- *Program and Volunteer Management:* Demonstrated success in engaging volunteers, coordinating complex programs, and leading with accountability.

## Core Competencies Continued

- *Communication Excellence:* Effective written, verbal, and interpersonal communication skills to engage students, families, and partners.
- *Organizational Agility:* Highly organized, detail oriented, and skilled at managing multiple priorities under deadlines.
- *Problem Solving:* Creative thinker who brings sound judgment to challenges and opportunities.

## Qualifications

- Bachelor's degree required Minimum of 3-4 years of experience working with high school or college students.
- Demonstrated success in volunteer management and program coordination.
- Strong organizational skills and attention to detail with the ability to manage multiple priorities and meet deadlines.
- Proven ability to work independently as a self-starter and to implement strategies that achieve measurable outcomes.
- Effective written and verbal communication skills; strong data and project management skills preferred.
- Cultural competency and direct experience supporting first-generation and/or students from economically disadvantaged communities preferred.
- Familiarity with the current educational landscape and college access best practices.
- Proficiency in Microsoft Office Suite; database management experience a plus.
- Reliable transportation and valid driver's license required.

## Ideal Candidate

- Innovative thinking with a passion for serving students.
- Excellent critical thinking skills and ability to analyze data/trends in college access and student engagement.
- Strong interpersonal and customer service skills to ensure positive experiences for students, volunteers, and parents.
- Student-centered and committed to prioritizing the needs, strengths, and aspirations of students.
- Detail-oriented and organized, and able to manage deadlines, reporting, and program logistics.
- Problem solver who thrives in a mission driven organization and navigates challenges with creativity and sound judgment.
- Works well in a team environment as well as managing projects independently.

## Benefits

- Health, dental, and vision
- Life insurance
- 15 paid holidays (including the week of Christmas)
- Three weeks of paid time off accrued annually
- Hybrid work schedule

This is a full-time exempt position with a salary range of **\$57,000-\$65,000**.

To apply please send an email with **"Sr. College Access Manager"** in the subject line along with your resume to [Careers@partnershipforthefuture.org](mailto:Careers@partnershipforthefuture.org).

For more information about our organization please visit our website: [www.partnershipforthefuture.org](http://www.partnershipforthefuture.org).