

Evidence-Based Practices Manager (D.C. - Hybrid)

Excelencia in Education's [Examples of Excelencia](#) is the only national, data-driven effort to recognize programs at the associate, baccalaureate, graduate, and community-based organization levels, all demonstrating effectiveness in advancing Latino student success in higher education. Since its inception, *Excelencia* has received over 2,500 program submissions for consideration and highlighted over 400 of those for their exemplary work. As the Evidence-Based Practices Manager, you will be an integral member of the Institutional Programs team. You will join a movement to enable higher education institutions to accelerate Latino student success by promoting Latino student achievement, conducting analyses to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to close the equity gap in Latino college completion. Reporting to and working closely with the Director for Institutional Programs, you will play a role in bringing attention to evidence-based practices that work for Latino students in higher education.

Work Environment, Salary, and Benefits

- You'll enjoy a flexible work environment, collaborating twice a week in our Washington, D.C. office and working from home three days a week.
- All employees must reside in one of the following states: MD, VA, TX, AZ, CA, IN, NM, FL, or Washington, D.C.
- The budgeted salary range for this role is \$75K - \$90K annually for D.C.-based candidates, with adjustments for other regions. *Excelencia* in Education offers a comprehensive benefits package including medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year's; a retirement plan with employer contribution, and support for professional development.
- You will join a high-performing team passionate about accelerating Latino student success in higher education by supporting transformational change at institutions to SERVE (not just enroll) Latino students. Your colleagues are eager to offer help, figure things out together, celebrate our wins, and reflect on our processes.

Responsibilities

Management of Examples of *Excelencia*

- Proactively manage the annual cycle for Examples of *Excelencia*. This includes implementing the annual submission and review process, the announcement of selected programs, and their participation in *Celebración de Excelencia*.
- Lead the drafting of communication and publication pieces related to the Institutional Programs portfolio, including content for website pages, email blasts, and press releases that share portfolio announcements.

Support Practitioners and Institutions

- Respond to and track specific inquiries regarding Examples of *Excelencia*. Document and share these efforts within the portfolio and with other teams as needed to support learning from across the network.
- Provide interactions and resources that show a solid understanding of how institutions function, the role of key stakeholder groups, and what is needed to effect change in practice and behaviors. Able to apply both a practitioner and leader lens to the work.
- Proactively engage with and support cohorts of institutions who, in partnership with *Excelencia*, are on a journey to more intentionally SERVE Latino students.
- Develop a good understanding of all programs in the Growing What Works Database to support the promotion and replication of such programs.

Organization-Wide Initiatives and Continuous Improvement

- Serve on cross-functional teams for the planning and execution of the Evidence-Based Practices Institute(s), other technical assistance events, and organization-wide projects.
- Engage and foster strong partnerships with *Excelencia*'s network of affiliates and constituents by identifying and addressing affiliate needs, priorities, and requests.
- Serve as a representative for *Excelencia* with all stakeholders and is an inclusive connector who finds relevant points of affinity within the network at *Excelencia*.

Required Skills and Mindset

- Commitment to Latino Student Success: Passion for advancing college access and success for Latino students through thoughtful and impactful work.

- **Effective Communication:** Engage confidently with stakeholders at all levels, delivering clear and compelling written and verbal communication. Recognize diverse perspectives and act as a valuable resource to others.
- **Constituent Engagement:** Build meaningful, non-transactional relationships with constituents through empathy, active listening, and tailored support across in-person, phone, and virtual interactions.
- **Attention to Detail and Organization:** Deliver accurate, high-quality work, quickly addressing and learning from mistakes. Manage competing priorities with strong time management and task-tracking systems, using tools like Asana to stay organized.
- **Technical Proficiency:** Navigate technology seamlessly, including Mac systems Google Workspace, Microsoft Office, Zoom, and other web-based platforms.
- **Collaborative Proactivity:** Anticipate challenges, think steps ahead, and adapt solutions while fostering teamwork and alignment across the organization.
- **Humility and Inclusivity:** Approach the work with respect and humility, meeting institutions where they are and supporting them in ways that intentionally serve Latino, and all, students.
- **Ownership and Resilience:** Stay accountable, maintain high standards under pressure, and turn challenges into opportunities for growth.
- **Adaptability and Curiosity:** Remain open to unexpected opportunities, continuously learn from peers and industry trends, and adapt as priorities evolve.
- **Problem Solving and Innovation:** Analyze complex issues, identify patterns, and craft equitable, sustainable solutions that drive positive change.
- **Optimism and Possibility:** Embrace a can-do attitude, believing in the potential to achieve unprecedented results through creativity and persistence.
- **Relationship Building:** Cultivate strong partnerships within and beyond the organization by understanding others' needs and fostering collaboration.



Qualifications

Education and Experience

- 4+ years of program management experience in higher education, a nonprofit, or a similar setting working directly with higher education institutions. Direct experience serving Latino student populations is preferred.
- Proven success in managing multiple complex projects and coordinating cross-functional stakeholders effectively.
- Experience providing technical assistance is preferred.
- Bachelor's degree required.

Skills and Expertise

- Proven ability to cultivate and maintain meaningful partnerships with institutional leaders by understanding their needs, fostering collaboration, and connecting them with effective resources to achieve program goals.
- Exceptional written communication skills, including crafting compelling stories, developing professional resources such as toolkits and guides, and tailoring messaging for higher education audiences.
- Expertise in designing and refining processes to improve program efficiency, scalability, and impact.

About *Excelencia* in Education

Launched in 2004 in the nation's capital, *Excelencia* in Education leads a national network of results-oriented educators and policymakers to tap the talents of the Latino community and address the U.S. economy's needs for a highly educated workforce and engaged civic leaders. With this network, *Excelencia* accelerates Latino student success in higher education by promoting Latino student achievement, informing educational policies with a Latino lens, and advancing evidence-based practices. In 2024, *Excelencia* marks 20 years of commitment to Latino student success. For more information, visit EdExcelencia.org.

To Apply

Email your cover letter and resume to Talent@EdExcelencia.org with "*Excelencia* – Evidence-Based Practices Manager" as the subject of the email.