



## JOB DESCRIPTION

### College Prep Program Director

#### About Future 5

**Future 5** connects motivated, under-resourced high school students in Stamford to the people, resources, and experiences they need to achieve their educational, career, and life goals. We are a dedicated team and community driven by the belief that every student has the potential to thrive when given the right support.

We are seeking a **College Prep Program Director** with a strong background in college admissions and youth development to work side-by-side with our current College Prep Manager prior to her retirement at the end of June, 2026. At that time, you will take the leadership role to advance our programming and manage the college prep team as the new school year approaches.

#### Why This Role Matters

As **College Prep Program Director**, you play a key role in Future 5's leadership team and in overseeing and expanding upon the successful and all-encompassing College Prep programming. The College Prep relationship begins with college tours for underclassmen and officially kicks-off with the pairing of motivated students and key coaches during junior year. The College Prep team includes a College Prep Manager, a Scholarship Advisor and a host of trained volunteer coaches. The goal is to shepherd 65+ seniors per year from high school to college with a multiplicity of scholarships.

This role is responsible for strengthening and scaling a comprehensive College Prep program that ensures student members successfully matriculate and persist through graduation day. This position is a great opportunity for someone who thrives by working with teens in a mission-driven, fast-paced, and collaborative environment.

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#### Your Role: Key Objectives

- **Relationship Building:** Develop strong relationships with senior class members, college coaches, local college admissions offices, in CT and beyond.
  - **Supervising, Building and Strengthening the College Prep Team:** Work in partnership with Volunteer Manager, College Prep Manager and Volunteer College Coaches and continue to recruit coaches and educational experts to add to your dynamic team.
  - **Execute Quality College Prep programming** to ensure that our college-bound seniors graduate from high school and land in the best possible college/university with as little debt as possible.
  - **Oversee Outcomes & Data** of all aspects of the college process.
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## Responsibilities

- **Strategic Leadership & Program Vision** – Supervision of:
    - College Prep Manager
    - Scholarship Volunteer Manager
    - Volunteer Coaching Network
  - **Programming & Quality Assurance** - Oversee all aspects of the college process:
    - College list development
    - Application strategy and essay development
    - FAFSA and CSS Profile completion
    - Scholarship identification and submission
    - Financial aid analysis and responsible decision-making
    - May 1 deposit support and final matriculation verification
  - **Partnerships & External Relations** - Steward and develop relationships with:
    - College admissions offices and regional feeder institutions
    - Community scholarship partners
    - School guidance departments
  - **Program Development & Organizational Contribution**
    - Lead curriculum refinement for senior and junior workshops.
    - Plan and lead College Prep-related events including college tours and graduation.
    - Collaborate with Development and Communications teams to share student success stories and support fundraising efforts.
    - Contribute to organizational planning, budgeting, and long-term growth strategy.
  - **Data, Outcomes & Accountability**
    - Oversee all College Prep data systems and reporting processes and provide regular impact reporting to Executive Leadership to inform program adjustments.
    - Ensure timely and accurate tracking of student progress using qualitative and quantitative measures.
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## Qualifications & Skills

- Bachelor's degree
- 5+ years of progressive experience in college access, or high school educational program leadership.
- Demonstrated supervisory and team leadership experience.
- Strong knowledge of college admissions processes, FAFSA/CSS Profile, financial aid analysis, and scholarship systems.
- Strong data analysis and program evaluation skills.
- Excellent written and verbal communication skills.
- Valid driver's license for driving our members to college visits.

## Preferred:

- Fluency in Spanish or Haitian Creole a plus.
- Master's degree in Higher Ed, Educational Counseling or related field

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**What We Offer**

- A flexible, supportive, and mission-driven work culture.
- Competitive salary
- Benefits package, including PTO and professional development opportunities.
- The chance to make a lasting impact on the lives of Stamford youth.

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**Ready to help build the future with us?** Email your resume and cover letter to [dbailey@futurefive.org](mailto:dbailey@futurefive.org).

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**Location:** Stamford, CT**Salary:** Competitive with benefits**Reports to:** Managing Director**Start Date:** May/ June**To Apply:** Email your resume and cover letter to [dbailey@futurefive.org](mailto:dbailey@futurefive.org)