



## Making an impact in your role | ECE PROGRAM DIRECTOR – 2025

JOB DESCRIPTION AND PRIMER FOR SUCCESS | PROGRAM DIRECTOR | AS OF DEC. 6, 2025

### Job Description

**About Equal Chance for Education (ECE):** Equal Chance for Education (ECE) is a nonprofit organization dedicated to providing scholarships and mentorship to undocumented youth in Tennessee. We strive to support and empower our scholars by ensuring they have access to higher education and the resources they need to succeed.

The Program Director is a grant funded leadership role, with the primary responsibility to oversee the strategic planning, implementation, and evaluation of ECE's programs, ensuring alignment with the organization's mission and goals. This role involves managing the Program Coordinator, collaborating with the Executive Director, and engaging with key stakeholders to enhance student retention, recruitment, and career readiness initiatives. It is also important that the Program Director manage key metrics used to update stakeholders from ECE's interested funders.

#### Key Responsibilities:

##### Program Management:

- Develop and implement program strategies to enhance student retention, recruitment, and career guidance.
- Oversee the Mentor Programming, including both Peer and Community Mentor Programs, ensuring successful mentor-mentee relationships.
- Create and manage program timelines and objectives, ensuring all activities are completed on schedule.



**Student Retention:**

- Maintain and improve the 98% retention rate by addressing non-academic events affecting students' ability to stay in school.
- Provide one-on-one support to students in locating and understanding resources related to healthcare, legal issues, part-time jobs, transportation, immigration questions, and more.
- Prepare and update the "Resource Guide" for ECE Mentors, Scholars, and their families, and partner campus liaisons.

**Student Recruitment and Interviews:**

- Oversee the recruitment process from November to May, working with student ambassadors, high schools, and partner organizations.
- Manage the collection of application materials and scheduling of scholarship interviews in March.

**Mentor Programming:**

- Supervise the assignment and monitoring of upperclassman mentors to ECE scholars.
- Recruit and manage community mentors, ensuring they provide professional and personal guidance to ECE scholars.
- Update and maintain the mentor handbook and resources.

**Career Guidance:**

- Develop and implement strategies to provide resume support, locate internships, and establish partnerships with industry leaders.
- Facilitate career goal setting and support students in aligning their academic pursuits with career aspirations.
- Oversee the administration of YouScience aptitude tests and coordinate related workshops.

**Events Coordination:**

- Plan and facilitate career seminars, immigration seminars, financial literacy seminars, resume building workshops, networking events, annual holiday and end-of-year celebrations, and annual scholarship awards ceremonies.

**Alumni Association:**

- Host and plan alumni events, prepare newsletters, and engage with the alumni community.
- Work with the ECE alumni president to maintain alumni engagement.

**Marketing and Communications:**

- Oversee social media presence, website updates, and the preparation of thank you letters and year-end reports to donors.
- Highlight student achievements and assist in coordinating thank you letters to scholarship sponsors bi-annually.

**ECE Partner Recruitment and Fundraising:**

- Recruit partners and sponsors for student internships, job placements, and financial support.
- Assist the Executive Director and Board of Directors in meeting fundraising goals, preparing grant proposals, and engaging with potential donors.

**Qualifications:****Education and Experience:**

- Bachelor's degree in Education, Social Work, Nonprofit Management, or a related field; Master's degree preferred.
- Minimum of 5 years of experience in program management, preferably in a nonprofit or educational setting.
- Proven experience in managing mentoring or similar programs.

**Skills and Abilities:**

- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Proficiency in using data collection and analysis tools such as Google Forms and Excel.
- Ability to work independently and as part of a team.
- Demonstrated ability to manage multiple priorities and meet deadlines.

**Personal Attributes:**

- Passionate about education and social justice.
- High level of integrity and accountability.
- Flexible and adaptable to changing circumstances.
- Strong problem-solving and decision-making skills.

**ECE offers:**

- Competitive salary.
- Opportunity to make a significant impact on the lives of undocumented youth.
- Professional development opportunities.
- Flexible, collaborative and supportive work environment.

# Primer

As the Program Director, your role is pivotal in managing and overseeing the mentoring program. This involves coordinating various activities, collecting and analyzing data, and ensuring the program meets its objectives effectively. Below is a detailed guide to assist you in this role.

## Data Collection Tools

### Tools Used:

- **Bloomerang:** donor and scholar management software for tracking communications and impact.
- **MailChimp:** marketing automation and email platform.
- **Google Forms:** For capturing information from mentors, mentees, and volunteers.
- **Microsoft Office Suite, particularly Excel:** For organizing, tracking, and analyzing data.

## Metrics to Track

1. **Number of Times Met:** Track the frequency of meetings between mentors and mentees.
2. **Quality of Meetings:** Evaluate the meetings as positive, neutral, or negative experiences.
3. **Number of Pairings Achieved:** Count the successful pairings of mentors and mentees.
4. **Demographics of Volunteers:**
  - Racial/ethnic minority
  - Person with disability
  - Military service member or veteran
  - Gender (female, male, non-binary, prefer not to disclose)
  - First-generation college graduate
  - First-generation American (not indicative of immigration status)

## Timeline



- **August 5th:** Review and update data collection systems to capture information.
- **August 15th:** Book location and create promotional materials for in-person training.
- **August 5th-30th:** Review volunteer logs and recruit with aim to have 300 active volunteers.
- **September 3rd:** Review and update recorded trainings and orientation videos.
- **September 15th:** Continue with training preparations.
- **September 30th:** Review and update mentor-mentee pairings.
- **November-February:** Ongoing review of new candidate applications

- **January:** Plan and execute Winter Mentoring Series
- **January & May:** Check-in with students to review a) GPA, b) well being generally, and c) quality of mentor pairings.
- **June-August:** Plan and execute Summer Mentoring Series

### Key Success Factors



- **Efficient Data Management:** Accurate and timely data entry in Bloomerang, Google Forms and Excel.
- **Engagement and Communication:** Regular interactions with mentors, mentees, and volunteers to maintain program momentum.
- **Quality Assurance:** Continuous monitoring and improvement of the mentoring process based on feedback and performance metrics.

### Conclusion

Your role as the Program Director is crucial to the success of the mentoring program. By following this primer, you will be able to manage the various components of the program effectively, ensuring that it meets its goals and provides a valuable experience for all participants.



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