



## Sachs Foundation | Job Announcement Director of College & Career Counseling

### Job Description

Job Title:	Director of College & Career Counseling
Location:	Denver or Colorado Springs, Colorado
Job Type:	Hybrid, Full-Time
Salary:	\$85,000 annually
Reports To:	Chief Operating Officer
Supervisory:	N/A

### About Us

The [Sachs Foundation](#) is a private operating foundation established in 1931. Through programs such as our Sachs Scholars, Elevated pre-collegiate, and Sachs Teacher Development programs, we uplift Black scholars, educators, and their families to advance racial equity in Colorado.

**Our Mission** | We further racial equity for Black Coloradans by supporting education, health, and well-being through student enrichment, financial support, and professional development.

**Our Vision** | We envision a just and equitable society where all historically marginalized groups can achieve their educational dreams and are uplifted through a network of support.

### About the Role

The **Director of College and Career Counseling** will assist Sachs Foundation Elevated cohort students in Denver and Colorado Springs with preparing for and navigating post-secondary processes, collegiate access, opportunities, and exploration of pathways. This role will be primarily focused on junior and senior students, with attention to preparing 8th to 10th graders with programming to build capacity for post-secondary success. This role is expected to meet with students individually and in groups to educate and empower them on how to navigate the college application process, admissions trends, and college options, including assisting with the identification of resources for scholarships and financial aid. The Director of College Counseling will be the primary liaison with college and university partners and tasked with building and maintaining relationships with college admission representatives and admission and financial aid office leadership. They will also play a significant role in data and reporting to organizational leadership, and funders about college counseling activities and outcomes.

Expect to work in an environment where dedication is valued and work-life balance is maintained, where staff are invested in the mission and operate with autonomy to innovate and create. This position will be actively working to increase educational equity in Colorado Springs and Denver through advocacy among changemakers and leaders in the field, and development of exemplary practices for other organizations to follow.

## Job Duties and Responsibilities

### College Counseling

- Develop relationships with students and families that honor their experience, expertise, and goals.
- Develop a strategic and replicative plan in which Sachs Foundation Elevated students are provided exceptional college counseling support for participating students and families.
- Counsel, advise, and directly support graduating students in the college application and scholarship process.
- Counsel, advise, and directly support graduating students in career exploration and pathways.
- Plan and execute the summer college application camp for 11th grade students.
- Plan and coordinate parent and student education, college representative visits, summer HBCU trips and other college-related events.
- Teach college guidance workshops for 11th and 12th grade Elevated cohorts.
- Maintain data on students served including tracking progress, applications, acceptances and other information to both serve students and demonstrate success of the program.
- Assist students with academic support, tutoring, and resource sharing.
- Initiate and expand communication, as well as marketing of college counseling programs, support, and resources available for students and parents.
- Build strategic partnerships with colleges and universities and increase awareness about Elevated's programming initiatives and students with regionally assigned admission officers as well as Directors and Deans of admission.
- Utilize college counseling software to facilitate the college and scholarship application processes.
- Attend local, regional, and national conferences and college visitation programs to maintain an understanding of current trends and topics in college counseling profession; maintain a presence in professional organizations.
- Performs other tasks related to the success of the Sachs Foundation as requested.

### Qualifications:

#### Required:

- Bachelor's Degree
- Minimum of five years of college admission or college counseling experience (preferably a combination of secondary and college level)
- Demonstrated experience working with low-income, first-generation students and their families in the college admission and/or college counseling process.
- Extensive knowledge of colleges, their academic programs, admissions and financial aid policies
- Knowledge of relevant technology and ability to use learning management or college counseling systems.
- Demonstrated ability to be an effective communicator.
- Strong interpersonal, collaborative and management skills
- Demonstrated ability to be able to work autonomously and be self-directed.
- A strong belief in the importance of the mission of the Sachs Foundation.

#### Preferred:

- Master's Degree in a related field
- Experience working with and knowledge of Historically Black Colleges and Universities (HBCUs)
- Ability to speak two or more languages.
- Previous college counseling experience in a nonprofit/community-based organization
- Knowledge and experience working in support of racial equity.

## Benefits

- Excellent health and dental insurance
- Flexible paid holiday and sick leave
- An 8% employer contribution into the employee's retirement plan\*
- Paid family leave\*

(\* ) *Thess benefits available after a period of full-time employment.*

This role is a full-time position with hours that will be dictated by the availability of the students being counseled. Some work may be able to be done between typical office hours. Oftentimes, counseling work, panels, and events will need to be done in evenings and on weekends.

Students served by this role live in both Colorado Springs and Denver, so some commuting between the two will be necessary. The Foundation reimburses mileage for trips made for these purposes.

## Application Instructions

To apply for this position please submit your resume and a cover letter discussing your background and interest in this position to Pamela Roberts at [pamela@sachsfoundation.org](mailto:pamela@sachsfoundation.org):

## Recruitment Timeline

**June 7<sup>th</sup>** | Application deadline for the Director of College and Career Counseling position.

**June 1<sup>st</sup> – June 20<sup>th</sup>** | Selected candidates will be invited via email for an initial interview with the Chief Operating Officer.

**First Week of July** | Finalists will be invited to a final panel interview with the Sachs Foundation Team.

**July 15<sup>th</sup>** | Finalists will be notified of their status/offered the position.

## Equal Opportunity Employer

The Sachs Foundation is an equal opportunity employer and is committed to providing equal employment and advancement opportunities to every applicant and employee. The Foundation bases employment decisions on merit, qualifications, experience, and abilities, without regard to race, color, national origin, religion, disability, age, gender, gender identity, sexual orientation, military status, veteran status, marital status, or any other basis prohibited by law.