

**Position Title**

Associate Director of Programs and Communications

Status

Full-time, 12-month exempt position

Organization Description

The [Campus Compact Mid-Atlantic](#) (CCMA) is a non-profit membership association of 44 colleges and universities, public and private, 2- and 4-year. As the region's largest higher education consortium, CCMA provides leadership to member institutions in building a culture of civic engagement. Founded in 2008, CCMA strengthens the capacity of member institutions to enhance student engagement and improve community life. CCMA's vision is to develop global citizens and create just communities. CCMA holds "Standards of Excellence" accreditation through the Maryland Association for Non-Profit Organizations as a 501(c)3. CCMA is supported through a combination of institutional dues, federal and private grants, individual gifts, and in-kind contributions, and is affiliated with the national Campus Compact network. CCMA combines a fast-paced, professional work environment with a small, family-friendly organizational office culture. CCMA is an Equal Employment Opportunity employer and does not discriminate against someone because of that person's race, color, religion, sex (including gender identity and sexual orientation), national origin, age, or disability, or any other federally protected group.

Position Overview

The Associate Director of Programs and Communications (ADPC) will work closely with the Executive Director (ED) and the CCMA team in providing the highest level of service to all stakeholders – including but not limited to administrators, faculty, students, corporate and community partners, donors, and government agencies. By coordinating workshops, conferences, retreats, working groups, and grant administration, the ADPC will be a key player in implementing the strategic plan. The ADPC will support the vision and mission of CCMA and work to promote social justice, sustainability, and partnerships among the higher education community. This position requires a self-motivated individual who is highly organized, with excellent judgment for managing competing priorities and multiple program timelines effectively. Due to the dynamic nature of the organization, this position requires an extremely high level of organization, flexibility, and follow-through. The ADPC will report to the Executive Director and work closely with the entire CCMA Team.

Required Qualifications

The successful candidate will have at least 3-5 years of experience in coordinating and managing events and programs (in higher education, the non-profit sector, or comparable experience), plus a Master's Degree in a related field, and proven excellence in the following areas:

- Organization of events, projects, and programs; excellent time management
- Communication, both written and verbal
- Supervision and building interpersonal relationships internally and externally
- Taking initiative and problem-solving
- Demonstrating deep commitment for civic engagement, community development, and equity

- Ability to work both independently and collaboratively
- Capacity to synthesize complex data and translate information to diverse constituents
- Approaching new tasks with flexibility and the enthusiasm and curiosity of a life-long learner
- Proficiency with necessary technology, including Microsoft Office, CRM database, and Publisher/InDesign
- Availability for in-region travel (MD, DC, DE) and national travel up to 5-10 days a year
- Personal transportation for campus/site visits, including current driver's license and insurance required

Preferred Characteristics and Qualifications

Knowledge of and experience with civic engagement, with a background in:

- Significant experience with coordinating events and marketing
- Experience with culture of higher education and/or small non-profit
- Familiarity with service-learning, engaged scholarship, and community-based research
- Experience with program evaluation and analysis

Essential Job Responsibilities

The primary responsibility of the Associate Director of Programs and Communications (ADPC) is to work closely with Executive Director and CCMA team in mobilizing the collective commitment and capacity of higher education to actively advance communities through civic and community engagement. The ADPC will:

- **Coordinate Events and Programs (75%)**
 - Coordinate and provide leadership for events including recruiting volunteers and speakers; managing budgets, marketing, and logistics; coordinating planning committees; ensuring attendance; and evaluating results. Represent CCMA as a liaison to internal and external entities at events and on conference planning committees. Events may include but are not limited to:
 - Presidents' Institute and/or Biennial Conference
 - Board, Advisory Groups, and Committee Meetings/Working Groups
 - Faculty and Practitioners' Workshops and Retreats
 - Student Workshops and/or Education Day with Delegates
 - Presidents and Superintendents Convenings and/or Award Ceremonies
 - Service-Learning and Civic Engagement (SLCE) Conference
- **Manage Communications (10%)**
 - Coordinate the work of the (part-time) Communications and Marketing Coordinator
 - Coordinate the work and flow of work to the graphic design consultant
 - Oversee and edit newsletters, social media, press releases
 - Coordinate communication with members and external entities
 - Produce program impact reports for the CCMA Board
 - Recruit and supervise project-based interns and other volunteers (awards, design, model programs magazine, website, communications)
- **Assist the Executive Director (10%)**
 - Facilitate working group meetings, reporting, tracking deadlines and deliverables
 - Provide support and content for Board meetings and Senior Advisory Group for Engagement meetings (quarterly)
 - Support implementation of P20 CONNECTS partnerships around college, career, and civic readiness, including federal reporting
 - Reinforce potential partnerships that align academic, business, and philanthropic priorities

- Represent CCMA to external entities
- Assist with CCMA AmeriCorps VISTA grant as needed
- Other responsibilities as assigned in support of CCMA growing and fulfilling its mission
- **Assess and Share Impact (5%):**
 - Coordinate annual member survey
 - Produce impact reports for programs and the organization
 - Analyze network data and share with members supporting increased impact
 - Other duties as assigned

Other Skills, Abilities, and Qualities Sought:

- Personal values which match CCMA’s organizational values of service, community engagement, equity, social justice and interest in life-long learning
- Ability to adapt and re-prioritize under timeline pressure
- Emotional intelligence and flexibility to accommodate a variety of work-styles, maintaining a positive, pleasant, professional attitude, service orientation, and discretion at all times
- Reliability to work independently with minimal supervision, managing multiple responsibilities efficiently, and completing tasks on time
- Ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies

Salary and Benefits

The salary is commensurate with education and experience and offers outstanding benefits (including retirement), plus travel reimbursements.

Office Location

The CCMA office is located on the Hood College campus in Frederick, Maryland.

Diversity

Candidates should demonstrate an ability to work in and a commitment to creating a culturally diverse environment and to contribute to the mission of CCMA. CCMA is dedicated to excellence through diversity, and provides reasonable accommodations to qualified applicants with disabilities.

To Apply

Qualified candidates for this position are requested to apply electronically by submitting ***in one consolidated document a cover letter, resume, and full contact information for three references***. The cover letter should be addressed to Ms. Madeline Yates, Executive Director. The document (in MS Word or PDF format) should be emailed to applications@ccmidatlantic.org with “ADPC” and your name in all CAPS in the subject line (***Example: ADPC: DORETHA RIVERA***). All inquiries should be emailed to applications@ccmidatlantic.org. The successful candidate will be subject to a pre-employment background check. Only qualified candidates will be contacted by CCMA. For best consideration, please submit application by June 5th.