State Partnerships Manager

Credential Engine is seeking a State Partnerships Manager to join its state team and provide support to a growing number of state and regional partnerships. Credential Engine is an equal opportunity employer. Women and people of color are encouraged to apply. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions of the job.

Position Details

Status: Full-time
Location: Remote, flexible in the United States
Reports to: Director of State Partnerships

Who We Are

Credential Engine is a non-profit whose mission is to map the credential landscape with clear and consistent information, fueling the creation of resources that empower people to find the pathways that are best for them.

We envision a future where millions of people worldwide have access to information about credentials that opens their eyes to the full range of opportunities for learning, advancement, and meaningful careers. For more information, visit www.credentialengine.org.

What We Do

Credential Engine provides a suite of web-based services that creates for the first time a centralized Credential Registry to house up-to-date information about all credentials, a common description language to enable credential comparability, and a platform to support customized applications to search and retrieve information about credentials.

Credential Engine currently works with a growing number of states to support their efforts to make essential data about credentials and competencies public, transparent, and linked in order to better serve students, workers, employers, and others. Credential Engine partners with national state leadership organizations and workforce, education and data advocacy/technical assistance organizations to support the development and implementation of policies that will make credential transparency enduring in states. We work with a number of national postsecondary education associations that have endorsed credential transparency and our work. And we are exploring opportunities to expand our partnerships internationally.

Why We Do It

Through an increasing array of credentials – such as degrees, licenses, badges and apprenticeships – job seekers, students, and workers have more options than ever to help them get ahead. Yet, there has never been an efficient way to collect, search, and compare credentials in a way that can be both universally understood and maintained in a manner that keeps up with the speed of change in the 21st century. With nearly 1,000,000 confirmed credentials in the U.S. alone, and likely millions worldwide, this lack of information in the marketplace contributes to confusion and uninformed decision making.

Primary Responsibilities:

- Advance Credential Engine's vision, mission and goals of credential transparency to ensure that everyone can make their most informed decisions with regard to credential opportunities and pathways.
- With direction from the Director of State Partnerships, manage place-based projects and specialized working groups which includes:
  - Supporting states' data use goals by identifying opportunities and facilitating collaboration across agencies and vendors;
  - Providing assistance to education & training providers publishing to the Credential Registry;
  - Developing and maintaining strong relationships with employers, education & training providers, state agencies, and other associations/organizations;
  - Supporting and executing work plans and timelines for multiple projects;
  - Leading working groups and project team meetings that give a wide range of stakeholders the ability to provide input, identify opportunities to collaborate on projects, look for solutions to roadblocks, and ensure goals are being met; and
  - Additional project support, such as helping with outreach, follow up, and setting up meetings.
- Understand and communicate connections between credential transparency and other related state and national policy and practice, such as, but not limited to quality, equity, access, pathways, learning and employment records, and more.
- Research and connect with related initiatives, projects, policies, and opportunities, and identify ways to expand the work.
- Assist in program development by helping with grant proposals, RFPs, state contracts, and other engagement.
- Support and/or lead planning for webinars and convenings of state stakeholders.
- Work with Communications staff and consultants to inform and develop materials and communications for projects and partnerships.
- Identify and support the organization's business development opportunities.
- Other duties as assigned.

Qualifications

- At least five years of experience managing projects and external partnerships.
- Must exemplify flexibility and the ability to work both independently and collaboratively.
- Skilled at connecting project details to big picture goals.
- Ability to prioritize and manage multiple projects.
- Ability to identify which stakeholders to include or connect to move work forward.
- Strong oral and written communication skills, especially an ability to communicate complex ideas to a variety of audiences.
- Demonstrated relationship-building skills.
- Ability to understand and respond to diverse and sometimes competing needs of stakeholders.
- Ability to manage complex situations and relationships with confidence, confidentiality, and tact.
- Operating style suited to working in a small team and remote environment where teamwork, creativity, and flexibility are valued.
- Experience working with state government and/or in workforce development or education related organizations.
- Experience working with vendors/education technology companies is preferred, but not required.

Work Environment and Physical Demands

- Work is performed remotely, generally from home locations, with the same demands as a traditional office environment.
- Visual and auditory acuity for extensive use of various forms of technology.

Compensation

A competitive package including salary and benefits (holidays, PTO, insurance coverage for health, dental, vision, life and disability, and a retirement plan) is available and is commensurate with experience and qualifications. The expected salary range is $60,000 - $80,000.

Credential Engine is based in Washington, DC with most team members located around the country. All staff work remotely.

Application Process

To apply for this position, please submit a resume and cover letter to resumes@credentialengine.org with "State Partnerships Manager" in the subject line. **Priority will be given to applications submitted before September 30, 2022.** The position will remain open until filled.