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: This position is part of a small, co-managed state partnerships team that reports up to the Chief Operations Officer

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 works to improve the ability of students, workers, employers, educators and policymakers to make more informed decisions in the marketplace of credentials and skills to obtain the most valuable outcome. We provide 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 works with a growing number of states, institutions, federal agencies, data partners, and international partners to support their efforts to make essential data about credentials and competencies open, transparent, and linked in order to better serve students, workers, employers, and others. Credential Engine partners with national and state organizations with expertise in workforce, education and data advocacy, technical assistance organizations, employer and labor associations, and others to support policies that will make credential transparency an enduring value in the marketplace.
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 more than 1,000,000 credentials in the U.S. alone, and 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.
- Manage a set of place-based projects and specialized working groups which includes:
  - Support states’ data use goals by identifying opportunities and facilitating collaboration across agencies and vendors.
  - Articulate clear use cases on the need for and value of credential transparency and open data across the full spectrum of K-12, career and technical education (CTE), higher education, and workforce and economic development.
  - Provide expert consultation services on tools, techniques, and best practices to make credential and skill information available as linked-open data in alignment with states’ use cases and goals.
  - Develop and execute work plans and timelines for projects to meet project deliverables.
  - Develop and maintain strong relationships with employers, education & training providers, state agencies, and other associations/organizations.
  - Advocate for integration of the Credential Transparency Description Language (CTDL) and the Credential Registry.
  - Work with Credential Engine’s publishing and technical teams to ensure that assistance is given to education & training providers in publishing to the Credential Registry.
  - Lead 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.
  - Additional project support, such as helping with outreach, follow up, and setting up meetings.
• Support and coordinate Credential Engine’s state policy goals and work, including by:
  ○ Tracking related state policies and ensuring that Credential Engine staff are best able to use and leverage these policies.
  ○ Assist with developing and advancing state policy to advance credential transparency and its value to individuals, employers and educators.
  ○ Understand and communicate connections between credential transparency and related state and national policy and practice, such as, but not limited to, quality, equity, access, pathways, CTE, learning and employment records, skills-based hiring, and more.
  ○ Coordinate with other organizations engaged on related state policy work to ensure alignment and support.
  ○ Assist with updating and maintaining tools and resources to benefit our partners.
• 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
• Direct and recent experience working at or with state K-12, higher education, workforce, labor or economic development agencies or entities.
• Experience tracking, developing or executing education and workforce policy.
• Demonstrated experience managing projects and external partnerships, especially those requiring multi-agency or cross-system collaborations.
• 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 education data systems / education technology 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 $80,000 - $95,000.

Credential Engine is based in Washington, DC with most team members located around the country. All staff work remotely, with an option to utilize co-working space.

Application Process
To be considered for this position, please submit a resume and cover letter to resumes@credentialengine.org with “State Partnerships Manager” in the subject line. We request submissions by August 30, 2024. The position will remain open until filled.