

Director, TRIO Development & Support, Oregon TRIO Association

FTE: 1.0 EXEMPT

The Role of Director, Development & Support

The Director, Development & Support is a leadership position within the Oregon TRIO Association. The role involves providing expertise and assistance to all TRIO programs within the state, coordinating professional development opportunities for TRIO staff statewide, and planning annual events for TRIO staff and students. The Director will play a vital role in enhancing the overall effectiveness and impact of TRIO programs across Oregon.

Reports to: Executive Director, OTA Board when needed

Location: Remote, Oregon

Salary: \$65,000

Fringe Benefits: 401(k) (10% Match), Insurance Stipend, Health Savings Account Contribution.

Support and Assistance 65%

- TRIO Expertise and Assistance:
 - Serve as a subject matter expert on TRIO programs, policies, and best practices.
 - Provide guidance and support to TRIO program directors and staff across Oregon.
 - Conduct program evaluations and assessments to identify areas for improvement.
 - Develop and implement strategies to enhance the quality and effectiveness of TRIO programs.
 - Provide direct program services based on current OTA allowable cost options
- Program Coordination and Collaboration:
 - Foster collaboration and communication among TRIO programs within Oregon.
 - Establish and maintain relationships with key stakeholders, including educational institutions, community organizations, and government agencies.
 - Promote the sharing of best practices, resources, and innovative approaches among TRIO programs.
 - Support the development and implementation of joint initiatives and partnerships.
- Reporting and Evaluation:
 - Collect, analyze, and report data on the performance and outcomes of Oregon TRIO programs (Annual Factbook).
 - Prepare regular reports for organizational leadership and funders.
 - Monitor program compliance with relevant regulations and requirements.
 - Conduct periodic evaluations to assess program effectiveness and identify areas for improvement.

Developing Professional Programming and Student Opportunities 20%

- Professional Development:
 - Plan and organize professional development opportunities for TRIO staff statewide.
 - Identify relevant training resources, workshops, and conferences for staff development.
 - Coordinate and facilitate workshops, webinars, and training sessions as requested..
 - Collaborate with external partners and organizations to offer specialized training as requested.

Event Planner and Management 15%

- Event Planning:
 - Organize and oversee annual events for TRIO staff and students (PDC, SLC, etc.).
 - Develop event themes, agendas, and logistics in consultation with stakeholders.
 - Coordinate venue selection, catering, audiovisual requirements, and other event details.
 - Collaborate with internal and external stakeholders to secure speakers and presenters.

Minimum Qualifications

- A bachelor's degree in education, social sciences, or a related field, or equivalent experience.
- Experience working with diverse populations
- Experience setting and maintaining a budget
- Strong organizational and project management abilities.
- Excellent interpersonal and communication skills.
- Ability to work collaboratively with diverse stakeholders and build effective relationships.
- Analytical and problem-solving skills to assess program effectiveness and recommend improvements.
- Proficiency in using Google platforms, Microsoft Office Suite, project management software, Zoom, and technology for data analysis and reporting.

Preferred Qualifications

- Knowledge and experience working with TRIO programs and related federal regulations.
- Master's degree in education, social sciences, or a related field, or equivalent experience.