



## **Director of College Counseling Job Description**

### ***Overview of DMSF***

The mission of the Daniel Murphy Scholarship Fund (DMSF) is to give high school scholarship assistance and educational support to Chicago students from under-resourced neighborhoods. DMSF seeks to make a life-altering difference in the lives of its Scholars by providing them with the best opportunity to succeed in high school and college. DMSF awards approximately 150 new scholarships each year to 8<sup>th</sup> grade students. There are currently 500 DMSF Scholars attending parochial and independent high schools in the Chicago area, as well as boarding schools across the country.

### ***Position Summary***

DMSF seeks a dynamic and accomplished college counseling professional to join its team as the Director of College Counseling. Reporting to the Chief Education Officer, the Director of College Counseling is a full-time, year-round position. This individual, in collaboration with DMSF's Chief Education Officer and the Education Department staff, as well as with oversight from DMSF's College Counseling Committee, will be responsible for the continued development and implementation of DMSF's college counseling curriculum. In addition, the Director of College Counseling will be responsible for managing partnerships and programming designed to help DMSF graduates persist in college. The Director of College Counseling will expand and deepen DMSF's existing relationships with colleges, universities, scholarship providers and others.

This is a non-exempt position.

### ***Duties and Responsibilities:***

1. Provide College Counseling to Scholars:
  - a. Implementation and continued innovation of DMSF's four-year college counseling curriculum.
  - b. Provide one-on-one college counseling to DMSF Scholars throughout high school, working hand in hand with Scholars, their families and the college counselors at their high schools.
  - c. Plan and chaperone college visits.
  - d. Facilitate a variety of admission and financial aid workshops for current Scholars.
  - e. Create and maintain handbooks and other materials for DMSF Scholars, as well as their parents and guardians.
  - f. Devise and implement events for parents to help them better understand the college counseling process and the value of their children attending selective colleges and universities across the country.
  - g. Arrange for and oversee ACT test prep classes.
  
2. Build and Maintain Internal and External Relationships:

- a. Expand DMSF's relationships with organizations that provide financial aid to students attending college, and strengthen DMSF's relationships with organizations that are already providing financial support to DMSF Scholars who are in college.
  - b. Represent DMSF before NACAC, IACAC and other similar organizations.
  - c. Foster relationships with admissions officers and senior level college administrators.
  - d. Collaborate with DMSF staff to ensure Scholars are supported and efforts and outreach are aligned.
3. Track and Report Data and Outcomes:
- a. Collection and evaluation of college persistence, financial aid and standardized testing data.
  - b. Manage DMSF's efforts to increase the college persistence rates of its alumni, including helping implement partnerships with other nonprofits who are involved in working with students at the college level.
  - c. Work with the members of the DMSF Education Department, as well as the College Counseling Committee, to devise and implement tools to evaluate DMSF's college counseling efforts.
4. Additional Responsibilities:
- a. Manage the College Counseling Committee and facilitate Committee meetings.
  - b. Be an eager member of the DMSF team and participate as needed in the organization's activities, including Scholar recruitment and interviews, donor-related events and alumni activities.
  - c. Attend Board meetings and make presentations to the Board, as appropriate.
  - d. Occasional attendance at events and programs on evenings and weekends will be required as will seasonal overnight travel to colleges and universities.

***Candidate Qualifications:***

DMSF seeks candidates who bring strong leadership and relationship skills, balanced by analytics, detail orientation and the willingness to work as part of a team. The role of the Director of College Counseling is a dynamic one, and activities will vary significantly from day to day, as the position requires careful program planning and management as well as significant time spent nurturing external relationships. Candidates must be self-motivated, innovative and flexible, and able to switch from driving, planning and execution efforts to face-to-face meetings with Scholars and parents/guardians. Candidates must possess a broad knowledge of U.S. colleges and universities, and be proficient at identifying schools that could be a potential fit for individual Scholars. Excellent writing, presentation, interpersonal and organizational skills are essential. Additional requirements include:

- Bachelor's degree. Advanced degree in a related field is a plus.
- A minimum of five years professional work experience as a high school college counselor or in a college admissions office.
- High level of organizational sophistication and understanding of college counseling process.
- Strategic thinker and inspiring communicator.
- Adept at engaging participants in large group discussions.
- Ability to navigate and support obstacles faced by first generation students and families.
- Ability to speak and read Spanish is preferred, but not required.

Interested candidates should apply [here](#) or reach out to [info@dmsf.org](mailto:info@dmsf.org).