

Position Title: Director of Student Success Initiatives	Classification: Full-time, Exempt	Salary Range: \$90,000 to \$100,000 Annually
Reports to: Executive Director	Location: Salem, OR	Date: Updated June 2026

Position Summary

The Director of Student Success Initiatives oversees Oregon Community College Association’s (OCCA) Student Success Center efforts and provides statewide leadership for student success initiatives. The Director advances student success and equity through statewide coordination, student engagement, and cross-sector partnerships. The role includes grant writing and funder engagement with state national education partners. A central responsibility is strengthening student-centered advocacy, including priority partnerships with the OCCA Board, the Oregon Presidents Council, and the Oregon Community College Student Association (OCCSA), ensuring that student voices inform statewide policy and practice.

Supervisory Responsibilities

None.

Key Responsibilities

- Lead statewide strategy and coordination for the Student Success Center.
- Drive OCCA’s student success policy initiatives and connect to legislative priorities.
- Engage directly with students and student leaders to elevate student voice in statewide policy and practice.
- Cultivate and maintain a priority partnership with the Oregon Community College Student Association (OCCSA).
- Lead grant writing and cultivate relationships with state and national grantees and education funders.
- Strengthen statewide alignment and support for Oregon’s 17 community colleges.

Duties and Responsibilities

Statewide Leadership for Student Success Initiatives

- Provide statewide vision and leadership for OCCA Student Success.
- Sustain and expand buy-in for a unified, evidence-based student success initiatives across Oregon’s 17 community colleges.
- Convene colleges and lead statewide programs, events, and professional learning.
- Serve as liaison to Council of Instructional Administrators, Council of Student Services Administrators, Oregon Community College Student Association, and other statewide partners.

- Engage students as partners to ensure their experiences shape OCCA Student Success priorities.
- Build cross-sector partnerships to strengthen transfer, completion, and student progression.
- Collect and analyze multi-institutional data; produce statewide student success reports.
- Lead long-term sustainability planning, including funding strategies and advisory engagement.
- Direct grant writing and resource development with state and national funders.
- Manage grants, contracts, and consulting relationships supporting OCCA Student Success initiatives.

Diversity, Equity, and Inclusion

- Work with the OCCA Board DEI Committee to build elected board member capacity through expanded training, learning sessions, and resources focused on diversity, equity, and inclusion in support of student success.
- Ensure student voices, particularly those from underrepresented and rural communities, are included in statewide student success initiatives.

Legislative Policy and Advocacy

- Engage students and OCCSA in advocacy efforts, including legislative testimony, policy discussions, and statewide campaigns.
- Help advance a student-success-focused policy agenda.
- Ensure student perspectives are represented in statewide policy development and implementation.

Other Duties as Assigned

- Assist in planning and executing OCCA events and meetings.

Association Expectations:

- Embraces diversity and collaborates effectively with people from diverse cultural, social, economic, and educational backgrounds.
- Embraces, understands, and uses appropriate technology tools to accomplish job functions.
- Provides high quality, effective service to internal and external customers through continuous improvement and adoption of lean office practices.
- Adherence to Association policies and procedures.
- Exhibits collegiality, professionalism, and respect for everyone.

Minimum Qualifications

- Bachelor's degree in a field related to the responsibilities of the position.
- At least five years of relevant professional experience in education, student success, student services, public policy, nonprofit leadership, or a closely related field.
- Experience developing, leading, or supporting programs, policies, partnerships, or initiatives designed to improve student outcomes.
- Strong communication and relationship-building skills, including the ability to work effectively with students, college leaders, policymakers, funders, and community partners.
- Demonstrated commitment to equity, inclusion, student voice, and improved outcomes for underrepresented and non-traditional students.

Preferred Qualifications

- Master's degree in higher education, public policy, education leadership, public administration, student affairs, or a related field.
- Experience working in or with community colleges, particularly in Oregon or another statewide/system-level setting.
- Experience with policy development or statewide advocacy.
- Experience preparing grant proposals, developing grant-related materials, and supporting funder reporting or stewardship activities.
- Experience working directly with student organizations, student leaders, grant-funded programs, or education-focused funding initiatives.
- Experience using data, research, and evaluation findings to guide strategy, reporting, and continuous improvement.

Essential Knowledge, Skills & Abilities

- Strong written and verbal communication skills for diverse audiences.
- Ability to present data and program outcomes clearly.
- Expertise in developing and implementing student success strategies.
- Skill in setting priorities, managing resources, and achieving measurable outcomes.
- Proficiency in analyzing student retention and success data.
- Strong policy analysis skills and the ability to translate data and research into policy recommendations.
- Ability to assess legislative and regulatory impacts on student success.
- Skill in engaging and supporting student leaders and student organizations.
- Strong partnership-building skills with faculty, staff, students, and administrators.
- Ability to anticipate emerging trends and adjust strategies.
- Understanding of the diverse needs of underrepresented and non-traditional students.
- Demonstrated ability to write competitive grant proposals and cultivate state and national funder relationships.

Physical Demands

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Manual dexterity and coordination are required for over half of the daily work period (about 50%), which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment, or driving. While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, kneel, stoop, twist, crouch, see, talk, hear, and manipulate objects. The position requires some mobility, including the ability to move materials such as books, files, etc., up to 5 pounds daily and 5-25 pounds rarely. This position requires both verbal and written communication abilities.

Other Requirements

This is a full-time, salaried, exempt position located in Salem, Oregon. A hybrid work schedule may be approved. Limited overnight travel within Oregon and nationally is required.

Other Duties

This position description is not intended to cover every activity, duty, or responsibility required of the role. Duties may change at any time with or without notice.