

**POSITION DESCRIPTION**

|                        |  |
|------------------------|--|
| <b>Position Title:</b> | <b>SESP Executive Director</b>                                 |
| <b>Department:</b>     | <b>Provost's Office</b>  |
| <b>Reports To:</b>     | <b>Provost &amp; Senior Vice President of Academic Affairs</b> |
| <b>Salary:</b>         | <b>\$160K - \$175K</b>   |
| <b>Exempt Status:</b>  | <b>Exempt, Full-Time Benefited</b>                             |
| <b>Posting Date:</b>   | <b>11/13/2025</b>  |

The Tower Foundation of San José State University is a 501(c)(3) auxiliary organization dedicated to philanthropy in partnership with the University Advancement Division. The Foundation assists with the development, investment, administration, and banking of all SJSU philanthropic donations. SJSU's mission is to be an empowering institution that enrolls historically underserved students, drives inclusion, and embraces talent from diverse cultures. Its vision is to be a nationally recognized, diverse, urban-centered public research university and community-based anchor institution.

For more than a decade, the Spartan East Side Promise (SESP) has been an impactful program providing services for students from the East Side Union High School District (ESUHSD) from college exploration through graduation. This grant-funded, re-envisioned SESP 2.0 will enable SJSU to take a lead role in bringing together community partners and resources to address service gaps and provide a spectrum of resources for students and their families to advance academic achievement and economic mobility.

**POSITION SUMMARY:**

Reporting to the Provost and Senior Vice President of Academic Affairs, the SESP Executive Director (ED) is the grant lead for the re-envisioned Spartan East Side Promise (SESP 2.0). The ED is responsible for leveraging SJSU's infrastructure and expertise as the central driver of a new collective impact model with community partners. The goal of this collaborative approach is to increase A-G eligibility and, ultimately, economic mobility for first-generation and low-income students from the East Side Union High School District.

The ED will oversee the foundational work of the grant's first year, including building relationships and coordinating resources with key partners such as the East Side Union High School District (ESUHSD), City of San José, LEAF, and Si Se Puede Collective. A critical component of the role is to lead the development of a data-tracking infrastructure and formalize data-sharing agreements to ensure consistent assessment and shared impact across all partners. The ED will also be a highly collaborative and creative problem-solver who can develop a comprehensive strategic roadmap and multi-year fundraising plan for the program.

This is a full-time, at-will position, offering comprehensive benefits. The position is designated as exempt under the FLSA and is not eligible for overtime compensation. This is a grant-funded role with an initial term of one year with possibility of extension dependent on funding.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Grant and Program Leadership**

- Serve as the grant lead and anchor for the SESP 2.0 collective impact model, driving the project's vision and ensuring its effectiveness.
- Provide leadership in fostering and strengthening collaboration with defined community partners to increase economic mobility for low-income and first-generation students from the East Side Union High School District.
- Oversee the design of the program's evaluation plan and establish data-sharing agreements with core partners to facilitate data collection, reporting, and assessment.
- Finalize SESP metrics and dashboard elements in collaboration with the Institutional Research and Strategic Analytics (IRSA) team.
- Coordinate and manage the activities of various SJSU teams, including IRSA, Enrollment Management, Dual Enrollment, and the Career Center, to ensure alignment with grant goals.
- Act as the primary liaison between SJSU and the East Side Union High School District Superintendent's office, as well as with other community partners and stakeholders.
- Lead the development of a strategic roadmap and a multi-year fundraising plan to support the program's long-term sustainability.

### **Program Development and Outreach**

- Oversee the initiation and continuation of programming, services, and collaborations necessary for Year 2 activities.
- Bolster dual enrollment programs to expand opportunities for East Side students to earn college credit and increase A-G eligibility in collaboration with Enrollment Management and the Office of the Provost.
- Increase student and family awareness of SESP opportunities and A-G eligibility requirements through community outreach and engagement in collaboration with Enrollment Management and Student Success Programs.
- Leverage existing expertise and relationships from the Career Center to design family engagement and pre-enrollment pathways that promote a college-going mindset and showcase future-proof careers.

### **Administrative and Management**

- Lead the hiring and onboarding of a support team for the SESP program.
- Manage the program's budget and ensure all activities align with the financial resources provided by the grant.
- Ensure compliance with grant requirements and university policies.
- Serve on campus and CSU systemwide committees as necessary/appropriate.

## **REQUIRED QUALIFICATIONS**

- Master's degree in education, public administration, or a related field.
- Seven years of progressively responsible experience in educational or non-profit leadership, program management or a related field, with at least three years in a supervisory or managerial role.
- Demonstrated experience in project management, including planning, implementation, and evaluation.
- Experience with data tracking, evaluation, and reporting.
- A highly collaborative and creative problem-solver who can build strong relationships with diverse stakeholders.
- Strong communication, relationship-building, and customer service skills.

- Ability to handle multiple complex work priorities and manage time-sensitive deadlines with minimal supervision.
- Working knowledge of spreadsheet, word processing, and database management software.

### **PREFERRED QUALIFICATIONS**

- Doctorate in education, public administration, or a related field.
- Experience managing grants and/or contracts, including compliance and reporting.
- A track record of developing and implementing strategic plans and fundraising initiatives.
- Knowledge of issues related to student access, retention, and success in a higher education context, particularly for underserved populations.
- Experience with and a commitment to collective impact models that foster economic mobility and culturally affirming community practices.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to effectively communicate both verbally and in written and presentation formats.
- Ability to maintain confidentiality and handle sensitive communications.
- Ability to quickly learn, interpret, and apply a variety of federal, state, CSU, and SJSU policies and procedures.
- Ability to review documents for accuracy and completeness; ability to identify, trace, and correct errors.

### **PHYSICAL REQUIREMENTS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position may be required to work at a computer terminal and desk for long periods of time on projects. May be required to travel between campus offices and off-campus locations. Physical ability to utilize computer and other office equipment in performing a variety of office functions.

### **REASONABLE ACCOMMODATION**

The Tower Foundation of San José State University is committed to providing reasonable accommodations during the application process to qualified individual with a disability. Applicants may request an accommodation by contacting Human Resources at (408) 924-1127.

### **APPLICATION PROCEDURE**

To apply for this position, submit a resume and letter of interest to [towerjobs@sjsu.edu](mailto:towerjobs@sjsu.edu). If offered the job, it will be contingent on a successful background check.

***Tower Foundation is NOT a visa sponsoring organization***

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.