

Item	Detail
Job Title	Senior Manager, Academy Programs and Operations
Reports to	Associate Director
Classification	Full-time, exempt, benefited
Location	Chicago-area hybrid; on campus at Lewis University, Illinois Institute of Technology and other partner sites as required
Funding	Grant-funded; Continuation depends on funding availability.

Position purpose

The Senior Manager, Academy Programs and Operations is the single accountable leader for the CPASS STEMM Scholars Academy, including the five-week residential summer program and its companion Academic Year Program. Reporting to the Associate Director, the Senior Manager owns the Academy's strategy, operations, staffing, budget, partnerships and outcomes, and integrates the academic, technology and residential teams into one coordinated program.

A full Academy serves about 100 Scholars across three cohorts of rising 10th, 11th and 12th graders on partner college campuses. The Senior Manager plans each program year well in advance, builds and leads the year-round and seasonal team, anticipates problems before they happen, and uses data to improve the Scholar experience and to demonstrate results to funders and partners. The Senior Manager is expected to grow the Academy's quality and reach and to position CPASS as a national model for pre-college STEMM programming.

About CPASS Foundation

The Creating Pathways and Access for Student Success™ (CPASS) Foundation was created to attract, encourage, educate, guide and increase the number of promising Illinois students in science, technology, engineering, math and medicine (STEMM) professions. CPASS provides high-quality educational experiences, mentorship and career development opportunities that help Scholars from underrepresented and underserved communities persist in STEMM pathways and careers. The Foundation partners with universities, medical schools and other organizations to deliver after-school, weekend and summer programming, including the STEMM Scholars Academy, Mini Medical School, Parent Academy and the STEMM-3D AR/VR pilot.

Key responsibilities

Academy strategy and growth

- Set the annual plan, goals and calendar for the summer Academy and Academic Year Program, aligned with CPASS success metrics and the organizational OKR dashboard.
- Lead program design improvements and scaling decisions, bringing recommendations to the Associate Director and Executive Director rather than waiting for direction.
- Build and maintain a master project plan with milestones, owners and deadlines for recruitment, staffing, curriculum readiness, housing, transportation, meals and closeout.
- Evaluate each program year and produce a written improvement plan for the next cycle.

People leadership and staffing

- Supervise, coach and evaluate the STEMM Scholars Manager, with regular one-on-ones and documented performance feedback.
- Own the Academy's annual staffing plan for all residential and support roles, including the hiring timeline, position descriptions, interview process and onboarding.
- Ensure every seasonal position is filled on schedule, and put contingency plans in place when hiring risks appear.
- Design and deliver pre-Academy staff training so every team member understands their responsibilities, the reasons behind them, and how their work will be checked.
- Give clear assignments with context and lead time, verify that work is completed to standard, and address performance gaps promptly and constructively.
- Build a professional, inclusive and accountable team culture, including during high-pressure moments.

Academic and technology integration

- In coordination with the Curriculum & Academic Operations Manager, ensure the curriculum, instructional staffing, college credit courses and academic calendar are ready on time and connect smoothly with residential operations.
- In coordination with the Academic Technical Coordinator, oversee Scholar progress tracking and the STEMM-3D pilot.
- Ensure Moodle LMS readiness through the Academic Technical Coordinator.

Program operations and implementation

- Direct day-to-day Academy operations, including housing, dining, transportation, facilities, supplies, events and schedules, in coordination with campus partners.
- Reside on campus for the five-week summer Academy and serve as the senior on-site leader.
- Ensure established processes (Scholar time, study hall, TA utilization, behavior tracking, workshop sign-ups and similar) are implemented consistently and checked regularly.
- Oversee the Scholar conduct process, including consistent documentation, trend monitoring, fair hearing of all sides and timely family communication.
- Lead Academic Year Programming delivery through the STEMM Scholars Manager.

Health, safety and risk management

- Maintain emergency and contingency plans for weather, air quality, medical, behavioral and facility events, and lead the response when they occur.
- Ensure compliance with CPASS policies, partner campus requirements, background check requirements and youth-protection standards.
- Report incidents promptly to CPASS leadership and the Compliance Officer.

Budget, contracts and compliance

- Develop, monitor and reconcile the Academy budget, and report variances to leadership.
- Manage vendor, consultant and campus agreements, including scopes, deliverables and records.
- Maintain documentation required by grants and funders, and support audits and site visits.

Partnerships and stakeholder relationships

- Serve as the primary CPASS contact for university and campus partners, and build new academic, industry and community partnerships.
- Represent the Academy with funders and support the Associate Director on grant applications and reports.
- Ensure families receive timely, clear and consistent communication, with escalated concerns handled directly by the Senior Manager.

Data, evaluation and reporting

- Define the Academy's key measures (recruitment, retention, attendance, academic progress, staff performance, satisfaction and post-program outcomes) and ensure data is collected accurately.
- Analyze results in context, noting sample sizes, time frames and limitations, and translate them into clear findings and recommendations.
- Prepare reports and presentations for leadership, the board, funders and partners.

Other

- Performs other duties as assigned.

Performance measures

1. Annual Academy plan and calendar approved by the Associate Director on the agreed timeline.
2. All seasonal positions filled and trained by the published deadlines, with no leadership intervention required to fill roles.
3. Consultant and staff deliverables completed on time and to standard, verified by the Senior Manager before due dates.
4. Scholar recruitment, retention, attendance and academic progress targets met.
5. Program delivered within budget, with a completed reconciliation at closeout.
6. Satisfaction of Scholars, families, staff and partners measured and improving year over year.
7. Deliverables that meet funder and partner expectations, and clear, accurate outcome reporting.
8. Demonstrated reduction in Academy execution work performed by the Executive Director and Associate Director.

Qualifications

Education

- Bachelor's degree required; master's degree in education, STEM or a related field preferred.

Experience

- At least 7 years of progressive experience in program management, preferably in pre-college, college access, residential, camp or youth development programs.
- At least 3 years of supervisory experience, including managing other supervisors and leading large seasonal teams through a full hire-to-closeout cycle.
- Demonstrated success planning and running multi-week residential or campus-based programs for high school students.
- Experience managing program budgets, contracts and vendor or consultant relationships.
- A track record of using data to evaluate and improve programs and to report to funders.
- Experience working with underrepresented and underserved communities.

Competencies

- **Planning and foresight:** builds timelines backward from deadlines, anticipates what could go wrong, and prepares contingencies.
- **People leadership:** gives direction with context, checks for understanding, holds staff accountable, and adjusts approach when the team is struggling.
- **Problem-solving:** raises issues early, pivots quickly in unexpected situations, and makes data-based decisions.
- **Communication:** clear, professional written and verbal communication with Scholars, families, staff, partners and funders; comfortable with difficult conversations.

- **Relationship building:** respects differences, listens to multiple perspectives, and uses a restorative approach to conflict.
- **Analytical skill:** tells an accurate story with data, including context and limitations.
- **Mission commitment:** believes all Scholars are capable of high achievement in STEM.
- **Technology:** advanced skill with Microsoft Office and project management tools; LMS familiarity preferred.

Required Immunization And Safety Requirements

All team members participating in on-campus components of the CPASS STEM Scholars Academy are required to be fully vaccinated, with proof of vaccination submitted during onboarding and no later than the start of in-person duties, in accordance with CPASS Foundation and university partner health and safety protocols. Vaccination is a condition of service for in-person program components.

Work Schedule and Environment

This is a year-round, hybrid position with a variable schedule. During the five-week summer Academy the Senior Manager is required to reside on campus and to work evenings and weekends as needed. Academic Year Programming includes some weekend and evening events. Participation in on-campus programming requires compliance with CPASS and partner campus health and safety requirements, including vaccination.

Physical & Miscellaneous Requirements

- Ability to walk extensively across campus environments
- Ability to stand for extended periods during events and programming
- Ability to carry lightweight technology equipment and supplies (up to 25 lbs.)
- Ability to navigate classroom, outdoor, residential, and event environments

Compensation and benefits

Salary range: Compensation is competitive within the non-profit sector and scaled to your unique qualifications.

Benefits: CPASS currently covers 100% of the employee cost of health, dental and vision insurance and of short- and long-term disability insurance. Beginning July 1, 2027, CPASS will pay 100% of the cost of employee coverage and 80% of the cost of spouse and dependent coverage. These terms will be finalized by May 31, 2027, and may change before then.

Retirement: 401(k) plan with employer match. Employees are eligible to enroll once the age requirement and minimum required work hours are met within a 12-month period. Enrollment opens as soon as both requirements are met, with no waiting until the end of the 12-month period.

How to apply

Complete the online application through the CPASS Foundation Careers Page and submit:

- Resume
- Portfolio or sample work (if available)
- Brief cover letter describing interest and relevant experience

Address cover letters to the Hiring Committee.

No phone or email inquiries will be accepted. Candidates must successfully complete all required background checks and screenings prior to employment.

Positions will remain open until filled.

Conditions of Employment

- Employment is at-will and is contingent on continued grant funding.
- Satisfactory background check before start and compliance with ongoing background check requirements.
- Adherence to CPASS policies, including the Code of Conduct, confidentiality, and child-safety requirements.
- All work product created in this role belongs to CPASS Foundation.

Equal opportunity employer

CPASS Foundation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. This job description reflects the general nature of the work and is not an exhaustive list of duties. CPASS may modify duties at any time to meet organizational needs.