

Associate Director/Director of Data & Systems, Team Recruit

Start Date: Immediate

Team: Recruitment

Location: Brooklyn, NY or New Haven, CT

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 34 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Summary:

The Achievement First recruitment team works to ensure that the highest quality mission-aligned educators join the Achievement First network. The **Associate Director/Director of Data & Systems** will play a critical role in managing existing projects and new initiatives relating to our application management system and oversee all data tracking, reporting and analysis to help create strategies for the team. The right candidate will be an excellent project manager who is able to see projects through from start to finish. The position will require substantial cross-functional work with several Network Support teams and recruitment team sub-teams; a collaborative spirit and interdisciplinary thinking is a must. The Associate Director/Director will manage two direct reports and report to the Co-Vice President of Recruitment.

Responsibilities of the Associate Director/Director of Data & Systems will include but are not limited to:

Data Analysis & Reporting:

- Uber owner of all recruitment data and analyses; synthesize trends in data and create presentations for key stakeholders to effectively communicate findings.
- Build out annual recruitment projections and garner investment from team members on quarterly, monthly and weekly benchmarks.
- Manage network-wide recruitment and retention data gathering tools (i.e. Intent to Return Survey, Renewal Offer Letter tracking)
- Oversee response to routine data requests and answer questions from AF leadership on recruitment progress towards goals.
- Complete comprehensive end-of-season (EOS) data analysis of the recruitment season

Systems Management:

- Create and regularly monitor recruitment systems budget.
- Act as system administrator for Job Science (Salesforce), the team's applicant tracking system.
- Serve as a critical thought partner to team leaders by identifying challenges and developing solutions in how to continually adapt systems to our evolving needs.
- Lead training sessions on upcoming systems updates as well as other policies the team may need refreshers and/or clarifications on.

Project Management

- Facilitate cross-team meetings to ensure compliance of local and national policies as they relate to education and recruitment (i.e. sub-team, Human Capital, Team Systems, Comp Committee)
- See projects through from beginning to end; often creating structure from scratch with limited guidance in highly ambiguous situations.
- Diagnose gaps and provide frameworks and solutions by collecting input from and partnering with several stakeholders.
- Oversee the Coordinator and Operations Assistant with a keen eye for detail-oriented project planning (i.e. they've covered all bases and have a productive paranoia plan in place).

Skills and Characteristics:

- Unwavering commitment to Achievement First's mission
- Highly motivated; Desire and ability to succeed in a fast-paced, detail-oriented, and results-driven environment
- Maturity, humility, strong work ethic, sense of humor, ability to multi-task, and a determination to do whatever it takes
- Excellent communication (written and oral) and a track record of working collaboratively with others
- Proven ability to manage up and across to outcomes
- Highly reliable personal organization system
- Refined project planning and management skills, with the capability of seeing projects through from beginning to end
- Ability to proceed in the absence of clear and immediate answers to problems; flexible enough to work autonomously as well as take direction as needed
- Critical eye towards details, with a superior ability to sweat the small stuff in planning and execution
- Solid technical skills and highly proficient in MS Office (OneNote, Word, PowerPoint and Excel) and Google Docs

Educational Background and Work Experience:

- Required:
 - Bachelor's degree in related field
 - 3-5 years of work experience
- Preferred:

- Experience working as a system administrator for an applicant tracking system and managing operations and data for a high-performing team

Weekend/evening work will be required and some travel between Connecticut, Rhode Island and New York will be requested.

Compensation:

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply:

Send resume and cover letter to: Alicia De La Rosa at aliciadelarosa@achievementfirst.org. In your email, briefly share why you're interested in this role on this team. **We aren't able to respond to every applicant, but we will contact you if your skills and experience are a strong match for an available position.** There are many great organizations; we appreciate your interest in joining our team.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.