

Director, Strategic Initiatives and Training

Start Date: July 1 (or earlier)
Team: Academic Operations & Strategy
Location: Brooklyn, NY (preferred) or New Haven, CT

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 36 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 of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First is a talent driven organization that is particularly focused on school leader and teacher development. With this goal in mind we run approximately 50 professional development events throughout the year ranging from half-day workshops in schools to two-day leadership summits during the year, as well as 8 weeks of trainings during the summer. The Director, Strategic Initiatives and Training will play a lead role in ensuring that these trainings are best in class combining strong communication, operations, and the development of an environment that reflects the value we place on our teachers and leaders. Strong candidates will take our systems to the next level and would bring a level of creativity in considering how to recognize and inspire our teachers and leaders through these days.

In addition to setting the vision, we are looking for a candidate who can effectively build skills in others to execute these days at a consistently high level of quality. Beyond trainings, we are looking for someone with a strong operations and project management background who can play a critical role in supporting strategic initiatives within the organization. This is an opportunity to work closely with some of the leading education reformers in the country while gaining insight about education reform within a top charter school management organization. We are looking for someone with the ability to work across multiple stakeholders both at Network Support and at schools, strong communication skills, and an ability to tackle complex challenges.

Responsibilities of the Director will include but are not limited to:

- **Developing and managing a cohesive strategy for the training operations that are “best in class”:**
 - Develop standard operating procedures for these events with a focus on ensuring that facilitators and participants can focus on the content being presented and that participants leave these events feeling valued and inspired.
 - Manage event operations owners to ensure that they are planning and executing the event aligned to this vision of excellence. This requires a strong focus on developing these individuals to be highly effective in this role.
 - Managing the operations of our 8-week summer training including but not limited to developing a staffing model for these events, developing and managing the budget, scoping and securing the appropriate facilitates, and planning out the systems for event materials and tools.

- **Managing a complex budget for the Instructional Team of approximately \$6 million:**
 - Work with team managers to develop a budget that best uses resources to meet yearly goals
 - Advise and problem-solve with team managers on challenging budget needs that arise throughout the year
- **Leading project management of a variety of strategic initiatives**
 - Work with cross-functional teams across the organization to ensure strong managing of strategic initiatives.
 - Work closely across multiple teams to develop a multi-year leader development pathway aligned to our leadership competencies.
 - Consistently evaluate and adjust our approach to supporting schools to ensure that the communication, training, and resources we provide are helping schools to accelerate their effectiveness for our students.
- **Supporting and improving the Instructional Team’s effectiveness in delivering strong communication and products to our schools**
 - Develop consistently clear communication to school leaders and school-based operations leaders.
 - Play a critical role in improving knowledge management practices across the team.

Skills and Characteristics

- Demonstrated passion for and commitment to the Achievement First mission and educational model
- Strong skills in working across multiple stakeholders with a variety of perspectives, this includes both the ability to present information clearly and the equally important ability to listen carefully
- Extremely organized and detail-oriented
- Outstanding written and verbal communication skills
- Excellent meeting facilitation skills- particularly in explaining challenges and moving towards resolution
- Highly motivated and capable of seeing projects through from beginning to end
- Comfort level with financial oversight and budgetary tracking to support strategic growth
- Solid technical skills and experience with Microsoft Word, Excel, and PowerPoint – proven track record in learning new technologies quickly
- Results-oriented and willing to do “whatever it takes”
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Resourceful; ability to think “outside the box” and provide creative solutions to challenges
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- A bachelor’s degree
- We would prefer a candidate with two or more years of highly successful teaching experience. School leader experience is a plus.

Occasional weekend or evening work and travel within New York, Connecticut, and Rhode Island are required.

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:

Austin James

austinjames@achievementfirst.org

In your cover letter, please respond to the following questions:

- Why do you want to work at Achievement First?
- How have your experiences and education prepared you for the demanding work, flexibility, and “whatever it takes” attitude that working with the team of a growing non-profit will require?
- Please elaborate on how the skills you possess regarding organization and detail orientation would contribute to your work in this role.

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>. 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/>.