



ABOUT NATIONAL CHARTER COLLABORATIVE

The National Charter Collaborative (NCC) is a nonprofit organization with a mission to create a flourishing ecosystem of high-performing, single-site charters led by people of color by providing the resources and support necessary to build quality schools. Our work is designed to improve the performance of diverse-led single-site charter schools, increase the capacity of diverse leaders to run single-site charter schools, and increase the number of diverse leaders interested in running single-site charter schools.

NCC has a robust national network of over 450 single-site charter school leaders who benefit from the support of quality service providers who help them improve their school performance and success.

THE ROLE

NCC is seeking a dynamic individual with an entrepreneurial mindset to lead the development and management of the NCC Membership Network. The founding Network & Membership Manager is responsible for the recruitment, community building, and NCC's relationship with charter school leaders of color—particularly those of single-site charter schools. This position will successfully accomplish membership goals through working creatively and strategically with NCC's Chief Executive Officer.

The Network & Membership Manager will report to the Senior Program Manager for Leadership and Professional Development.

RESPONSIBILITIES

The Network & Membership Manager's primary responsibilities will include, but are not limited to (percentages are estimates of how a person might spend their time):

Membership Growth & Management (60%)

- Support the development of a recruitment strategy for single-site charter school leaders of color
- Help build connection and community amongst network members
- Create and implement strategies to develop membership and increase retention
- Evolve and maintain the NCC Membership structure as outlined in the NCC Membership Model
- Work with the Chief Executive Officer to create Membership Engagement documents, policies, and contracts
- Work to understand member needs and create responsive programming around them
- Ensure follow-up and support, organize (or partner with network members to organize) activities and identify opportunities to utilize and develop the knowledge, tools and skills identified by the network
- Establish and maintain procedures for new member recruitment, online membership processing, community outreach campaigns, and membership prospecting
- Conceptualize and coordinate community-building events (virtual and/or in-person) for network members
- Provide exceptional customer service to NCC members and potential members including but not limited to developing, writing, and managing membership appeals

Network Systems Development & Management (25%)

- Update network systems and integrate platforms to track membership engagement

- Establish operation manuals for updating and maintaining membership networks including but not limited to Salesforce Database, Constant Contact, etc.
- Create membership engagement tracking protocol across platforms
- Stay abreast of network technology and platforms and propose network system changes to NCC leadership for increased efficiency

Data Management & Reporting (15%)

- Report data on membership trends and engagement data to the Director of Programs & Research on a quarterly basis
- Maintain accurate and up-to-date reports, records, filing, and information on memberships and their organizations

WHAT YOU BRING TO NCC

- Bachelor's degree and 3+ years of successful membership development and management, preferably in a non-profit setting
- Can speak to the importance of single-site charter schools within the landscape of public education options and having leaders of color at the helm
- Knowledge of K-12 education and experience in school-based role a plus
- Comfort and cultural proficiency in working with diverse populations of stakeholders
- Ability to execute efficiently and with purpose; strong attention to detail
- Proficient with developing and maintaining Salesforce database and with Microsoft 365
- Able to facilitate discussions among diverse stakeholders
- Excellent written and verbal communication skills
- Outstanding organizational skills and adept at prioritizing tasks
- Able to work both independently and collaboratively
- Able to think creatively and to connect varied ideas and experiences to arrive at possible solutions
- Consistently seeks new experiences and opportunities for learning
- Proactive and solutions-oriented problem solving

OTHER THINGS YOU MIGHT HAVE ACCOMPLISHED OR WOULD BE EXCITED TO LEARN HERE

- Understanding of how to interpret and present data
- Advanced data analytics skills, related to membership engagement and development
- High energy around building new capacity at a growing organization and creating your own lane
- Strong network within the charter schools and education support space
- Advanced network-building skills
- Develop courageous advocacy and leadership skills

MINDSETS

- Deep passion for educational equity and justice
- High energy around building new capacity at a growing organization and creating your own lane
- Entrepreneurial, creative and successful networker
- Strong attention to detail and accuracy

LOCATION

This position can be remote, but there is a strong preference for individuals based in a major metropolitan area: San Francisco/Oakland, CA; Los Angeles, CA; Chicago, Illinois; Washington, DC; Atlanta, GA; New York, New York are

preferred. During the COVID-19 pandemic, all NCC staff have been working from home and have ceased work travel. When it is safe to do so, this position will require some regional and national travel (plan for a few trips per year).

COMPENSATION

Salary and benefits will be commensurate with experience. The anticipated salary range for this role is \$75,000-\$90,000.

APPLICATION PROCESS

Please apply and submit your resume, and cover letter and to jobs@chartercollab.org with the subject line "NCC Manager, Network & Membership Application." Applicants are encouraged to submit their materials as soon as possible. Review will be on a rolling basis until the search is successful.

The National Charter Collaborative is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.