



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 day-to-day management and development of the Manati Fellowship program as its founding Program Manager. The Program Manager is an independent multitasker who has a combination of skills that can see the big picture and pay attention to details needed to run the program with fidelity.

The Manati Fellowship is a 12-month program that will create a peer community of school leaders of color who will: connect and collaborate on pressing issues faced as single-site schools; develop shareable and sustainable solutions to those problems with best in class subject matter experts and service providers; pilot and iterate on those designs in real time during the school year; and capture processes and lessons learned so that these solutions can be scaled across the broader network of NCC. The Program Manager will be responsible for facilitating the Manati fellowship and creating community with and amongst the fellows and their school communities.

The Program Manager, Manati Fellowship will report to the Senior Program Manager, Leadership Professional Development.

RESPONSIBILITIES

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

Program & Community Development (50%)

- Collaborate with the Network & Membership Manager and Senior Program Manager, Leadership Professional Development to identify, select, and onboard service providers to facilitate the Manati Fellowship curriculum
- Establish and foster relationships with service providers, school leaders, school communities, and city-based stakeholders
- Collaborate with Network & Membership Manager to develop strategy for Manati Fellow recruitment
- Facilitate engagements for program participants
- Help build connection and community amongst program participants

Manati Fellowship Program Implementation & Management (35%)

- Create content focus for annual programs rooted in requests of members and leading national trends

- In partnership with the service providers, design the full-day fellowship sessions as it aligns with the Manati Fellowship curriculum
- Coordinate session logistics for all Manati events and quarterly sessions
- Maintain and facilitate processes for fellow communication, document and resource management, and data collection/reporting
- Manage communication across fellowship stakeholders (fellows, school community, community anchor partners)

Data Collection & Reporting (15%)

- Collaborate with the Senior Program Manager, Leadership Professional Development and the Manager of Network & Membership to establish data collection and reporting protocol based on the Manati Fellowship Logic Model
- Send quarterly data reports to the Senior Program Manager, Leadership Professional Development

WHAT YOU BRING TO NCC

- Bachelor's degree and 3+ years of successful program development and management
- Knowledge of K-12 education and experience in school-based role a plus
- Experience interacting with and supporting school leaders highly preferred
- Can speak to the importance of single-site charter schools within the landscape of public educational options and having leaders of color at the helm
- Comfort and cultural proficiency in working with diverse populations of stakeholders
- Ability to execute efficiently and with purpose; dedicated attention to detail
- Strong communication skills, even in tough situations
- Proactive and solutions-oriented problem solving
- Open to feedback and comfortable communicating with stakeholders at every level of the organization
- Deep self-awareness and reflective practice that creates a cycle of feedback both verbally and in written form
- Consistently seeks new experiences and opportunities for learning

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

- Experience with liberatory-design
- Experience designing professional development curriculum
- Strong network within the charter schools and education support space
- Demonstrated 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 to jobs@chartercollab.org with the subject line "NCC Program Manager, Manati Fellowship 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.