



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 management and expansion of the NCC professional development programming. The founding Senior Program Manager, Leadership Professional Development is responsible for the stewardship and growth of professional development programming for charter school leaders of color in—particularly those of single-site charter schools. This position will successfully accomplish the professional development curriculum goals through working creatively and strategically with NCC's director.

The Sr. Program Manager, Leadership Professional Development will report to the Chief Executive Officer.

RESPONSIBILITIES

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

Professional Development Services (50%)

- Plan, coordinate, and execute high-quality professional development sessions with professional development contractor based on network needs
- Create and implement strategies to increase professional development engagement
- Work with the NCC director to create a professional development theory of action and curriculum
- Manage session logistics for all professional development sessions

Program Management and Evaluation (35%)

- Facilitate communication of PD sessions to school leaders
- Work with the Director of Programs & Research to create professional development models for implementation
- Establish and maintain protocols for providing professional development sessions
- Collect program management data (e.g. survey, interviews, etc.), as determined by Director of Programs & Research
- Report data on membership trends and engagement data to Director of Programs & Research on a quarterly basis

Relationship Management (15%)

- Cultivate and maintain strong and effective relationships with our school leaders and partners

- Provide exceptional customer service to NCC members and potential members including but not limited to developing, writing, and managing membership appeals

WHAT YOU BRING TO NCC

- Bachelor's degree and 5+ years of successful program 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
- Demonstrated knowledge of K-12 education and leader-level professional development needs
- Demonstrated relationship-building skills with success in cultivating long-term partnerships
- Ability to execute efficiently and with purpose; dedicated attention to detail
- Able to think creatively and to connect varied ideas and experiences to arrive at possible solutions
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Able to work both independently and collaboratively
- Proactive and solutions-oriented problem solving
- Consistently seeks new experiences and opportunities for learning
- Able to facilitate discussions among diverse stakeholders
- Outstanding organizational skills and adept at prioritizing tasks

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
- 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 \$80,000-\$105,000.

APPLICATION PROCESS

Please apply and submit your resume, and cover letter to jobs@chartercollab.org with the subject line “NCC Program Manager, Leadership Professional Development 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.