



50 Milk St, 16th floor Boston, MA 02109 • empowerschools.org

Position: Program Manager

Based in Boston

Position Summary

Reporting to the Senior Partnership Manager, you will work closely with your teammates to build state-level movements to empower public schools through the creation of high-autonomy, high-accountability Empowerment Zones. You will play a key role in the cultivation of partnerships, the execution of Zone design projects, and the growth of our impact in target high-need states such as Massachusetts and Colorado. You will receive coaching and mentorship from experienced leaders in education and non-profit management. This position is based in Boston and applicants must be willing to travel up to 30% of the time to support our work on-the-ground in districts across the country.

Who We Are

Empower Schools partners with communities to help them get the schools they want with the results students need. We develop Third Way solutions that combine the autonomies and energetic innovation of charters with the critical commitment to universal service and local voice that have been hallmarks of districts. Empower works with policymakers, district and community leaders, and educators to fundamentally re-engineer traditional school systems into diverse education ecosystems centered on empowered and accountable schools. Empower has led successful efforts in Lawrence (MA), and is the design and launch partner for the groundbreaking Springfield Empowerment Zone Partnership (MA), the Luminary Learning Network Innovation Zone (Denver, CO), Transformation Waco (Waco, TX), the Northeast Denver Innovation Zone (Denver, CO), and the Beacon Network Schools Zone (Denver, CO). Visit us at www.empowerschools.org.

Who You Are

You are a fast learner with a thirst for knowledge and are excited by developing creative solutions to challenges encountered at the school and system levels. You are familiar with the challenges facing K-12 urban education and have applied your analytical and creative problem-solving skills to address them in previous roles. You are able to take ideas and solutions from brainstorming to fruition, while engaging and incorporating the perspectives of others. You enjoy working individually and as part of a team and are able to quickly and effectively build strong relationships and influence others with your ideas. Your strong project management skills allow you to develop and implement complex projects involving multiple stakeholders and tight deadlines to high standards. You thrive in

a dynamic environment and recognize that flexibility, resourcefulness, and effective communication skills are key to your success in such an environment. You make time to reflect on your work to continually improve your effectiveness, you know how to self-advocate to get the support that you need, and you can keep it all in perspective with a strong sense of humor. In short, you are a strong generalist with a broad skill-set, who can contribute to a wide range of projects.

How You'll Help

Your work will vary based on your interests and organizational needs. Responsibilities may include:

Develop and execute state and district partnerships

- In collaboration with teammates, develop and cultivate relationships with potential state and district partners across the country
 - Build a productive and professional working relationship quickly with diverse stakeholders
 - Develop project proposals and partnership documents
 - Support cultivation of potential philanthropic givers for local partnerships
- With colleagues, drive execution of Zone design and launch partnerships
 - Create custom community-focused presentation and communication materials for stakeholders (e.g., district partners, school-based staff, community members, state policy champions, etc.)
 - Lead the creation of clear and compelling written deliverables to enable Zone approval and facilitate Zone strategic planning (e.g., application documents for district or state authorization, concept papers, strategic plans)
 - Serve as project manager for specific project workstreams; successfully manage and track workflows and activities of staff, consultants, and partners as required for successful execution
 - Work with teammates to design and implement programmatic strategy in new Zones, including supporting Zone leadership teams and recruitment of Zone staff, cultivating school improvement partners, and communicating progress

Conduct research and drive Empower's policy approach in target states

- Through research, analysis, and conversations with knowledgeable local contacts, examine the state education landscape in target states and make research-based recommendations about opportunities to create and/or amend enabling legislation
- Research state policy and past school improvement initiatives to understand local context and potential policy pathways in target states
- Develop policy briefings and reports
- Keep track of recent and in-progress education laws that could impact our work

Design and manage external communications

- Collaborate with the team to design a communications strategy that will broaden our reach and deepen our impact
- Support the creation and dissemination of case studies, reports, and video and web content featuring our work and its impact

Provide support to Empower Schools on other initiatives, as needed

What You've Done

- At least 3-5 years of work experience
 - Educational expertise preferred
 - Consulting and strategic planning work a plus
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools
- Track record of taking initiative to successfully manage complex projects involving multiple components
- Must be articulate, tactful, and able to successfully build relationships with partners, external organizations, policy makers, and education leaders
- Possession of an entrepreneurial mindset (i.e., flexible, resourceful, and creative) and a deep motivation to drive toward high-quality outcomes with a consistently positive attitude
- Excellent written and oral communications skills, including the ability to translate ideas into clear, compelling documents (e.g., in PowerPoint and Word formats)
- BA/BS required, advanced degree preferred

Salary and Benefits

Salary is commensurate with experience. Empower Schools offers a comprehensive benefits package.

Application

Interested and qualified applicants should send a cover letter and resume to careers@empowerschools.org. Please reference Program Manager - Boston in the subject line of your e-mail and please save your attachments using the following convention: LastName_FirstName_CoverLetter and LastName_FirstName_Resume.

We support equal opportunity and value building the diversity of our team as we grow. We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage individuals from historically under-represented backgrounds to apply.