



411 W Monroe St, Austin, TX 78704

empowerschools.org

Position: Manager Austin, TX

Position Summary

As a Manager for Empower Schools' Texas Team, you will directly support the Texas Director and work closely with your teammates to build state-level movements to empower public schools to better serve students and their families through the creation of high-autonomy, high-accountability Empowerment Zones. Your leadership in driving a wide variety of projects will positively impact students who traditionally have been underserved in Texas and beyond.

This position is based in Austin 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. As part of this role, You will receive coaching and mentorship from experienced leaders in education and non-profit management.

Who We Are

Empower Schools partners with communities to help them get the schools they want with the results students need. We develop 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 partnered with communities to design and launch Transformation Waco (Waco, TX), the Leadership Academy Network (Fort Worth, TX), the Rural Schools Innovation Zone (Premont, Freer, and Brooks County, TX), the Lubbock Partnership Network (Lubbock, TX), the Springfield Empowerment Zone Partnership (Springfield, MA), the Luminary Learning Network Innovation Zone (Denver, CO), the Northeast Denver Innovation Zone (Denver, CO), the Beacon Network Innovation Zone (Denver, CO), the South Bend Empowerment Zone (South Bend, IN) and the Consortium Partnership Network, (St. Louis, MO). 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, make connections across distinct projects, 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 rapidly-evolving entrepreneurial environment, and recognize that resourcefulness and effective communication skills are key to your success in this environment. You make time to reflect on your work in order to continually improve your effectiveness, you know how to self-advocate in order to get the support that you need, and you can keep it all in perspective with a strong sense of humor. In short, you're ready to use your broad skill-set to take on Empower's highest priorities, whatever they may be along the way.

How You'll Help

As a Manager, you will play a key role in advancing the work of Empower in Texas and beyond by managing an array of relationships, projects, and events crucial to Zone development and implementation. Your work will vary based on the needs of Empower and Zones over time and will include the following:

Partner and Relationship Management

- Develop and maintain relationships with a diverse group of stakeholders including Zone leaders, partners, and community members to ensure effective partnership between the Empower team and Zone communities
- Plan, attend, and provide follow-up for meetings with district and/or state education leaders
- Develop proposal documents to explain Empower's approach and potential partnership scope to stakeholders

Project Management and Research

- Manage a variety of projects to advance crucial components of Zone development and implementation. Your responsibilities will vary, but may include:
 - Identify and connect with potential Zone partners to understand their school support needs and facilitate the process of collecting and reviewing school support partner proposals
 - Identify and secure grants, including partnering with Zone and district leaders to map out approaches, develop applications and grant budgets, engage with key decision-makers, and submit strong grant proposals
 - Build and manage timelines and approaches to meet key Zone milestones
- Research district context, leadership, and political dynamics to support the development of new Zones

Convening and Event Management

- Plan key convenings for stakeholders including Zone teams, Zone boards, and Empower's local Advisory Board to advance state- and nation-wide goals
- Lead learning visits to build exposure to innovative school models and ensure effective sharing of promising Zone practices

Additional Management and Support as Needed

Qualifications

- At least 3-5 years of work experience
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools
- Education or consulting experience preferred, but not required
- Experience with school finance, operations, or fundraising a plus
- Track record of taking initiative to successfully manage ambiguous and complex projects involving multiple components
- Ability to build successful relationships with teammates, partners, external organizations, and education leaders
- Ability to dynamically prioritize among competing projects and shifting timelines
- 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 or advanced degree preferred

Salary and Benefits

The salary for managers starts at \$65,000 per year. Empower Schools offers a comprehensive benefits package, including health and dental insurance, retirement benefits, life and disability insurance, and flexible spending accounts.

Application

Interested and qualified applicants should send a cover letter and resume to careers@empowerschools.org. Please note Manager - Texas in the subject line of your email 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.