



Position: Manager Denver, CO

Preferred Application Deadline: February 4, 2021

Position Summary

As a Manager for Empower Schools, you will directly support our Colorado Partners to lead the execution of multiple high-profile, multi-stakeholder projects, interacting with Superintendents, Higher Education leaders, and educators in communities through Colorado. Your leadership in driving this work will support a growing state-level movement to catalyze communities and positively impact students who traditionally have been underserved in Colorado. As part of this role, you will receive coaching and mentorship from experienced leaders in education and non-profit management.

This position is based in Denver and applicants must be willing to travel up to 30% of the time (primarily within Colorado) to support our partnerships on-the-ground in communities across the state.

Who We Are

Empower Schools partners with communities to help them get the schools they want with the results students need. We work with policymakers, higher education partners, district and community leaders, and educators to catalyze innovation and improve outcomes for students. In Colorado, Empower has partnered with the Gates Family Foundation to design and launch the Luminary Learning Network Innovation Zone (Denver, CO), the Northeast Denver Innovation Zone (Denver, CO), and the Beacon Network Innovation Zone (Denver, CO). In other parts of the state, we are supporting districts, higher education partners, and industry leaders to expand opportunities for students on a regional basis. We have supported the design and launch of transformational efforts in several other states, including Indiana, Massachusetts and Texas. 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 with multiple stakeholders to ensure the education system is serving all students well. 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 successful completion, while engaging and incorporating the perspectives of others along the way. Your strong project



management skills allow you to develop processes and systems to manage 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 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. 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 sense of humor. In short, you're ready to apply your well-developed project management 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 Colorado by managing an array of initiatives and relationships. Your work will vary based on the needs of our work over time and will include the following:

Project management and research

- Manage a variety of projects to advance crucial components of regional collaboratives.
 - Identify and connect with district, higher education, and community partners to understand their vision.
 - Develop and manage a plan to successful completion while building buy-in and support from key stakeholders along the way.
 - Ensure that the day-to-day work is aligned with the overall goals of the project, and adjust as needed
 - Proactively identify areas of relative weakness or knowledge gaps and update teammates on project progress and relevant overlaps across workstreams
- Research district context and community dynamics to support the development of new initiatives
- Develop proposals and other supporting materials to explain Empower's approach to funders and other stakeholders.

Partner and relationship management

- Develop and maintain relationships with a diverse group of stakeholders including district leaders, higher education partners, and community members to ensure effective partnership
- Plan, attend, and provide follow-up for meetings with key stakeholders

Additional 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 apply [here](#). Our preferred application deadline is February 4, 2021. We do not guarantee review of submissions received after this date.

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.