



Position: Growth Associate

Location: Flexible, preferred locations: Austin TX, Denver CO, Boston MA, Baltimore MD

Our preferred application deadline is October 26, 2022. Please note that we do not guarantee review of applications received after this date.

Position Summary

As the Growth Associate at Empower Schools, you will work closely with your teammates to identify and support opportunities to sustain Empower's work of designing and launching innovative solutions that can better meet the needs of students.

More specifically, your work will include (1) supporting our growth both regionally and nationally, (2) advancing our development and fundraising priorities and (3) advancing systemic growth priorities by measuring, tracking and reporting on our progress and success. Empower provides strategic support to partners and state education agencies around the country as they navigate an historic opportunity to catalyze structural change that endures beyond recovery. Your leadership in driving our growth will create opportunities for more students, especially those least well served by the current system, to access a high quality education. As part of this role, you will receive coaching, mentorship, and guidance from experienced leaders inside and outside of our organization.

The location for this position is flexible and currently remote, but our preference is Austin, TX, Denver, CO, Boston, MA, or Baltimore, MD where we have staff on the ground. Applicants should be willing to travel up to 30% of the time.

Who We Are

Empower Schools envisions a country where every student – especially those in underserved communities – has the opportunity to succeed in school and life. As a national non-profit, we catalyze innovative solutions by partnering with educators and communities to reimagine local education systems towards more equitable life outcomes for all students. We focus on three key areas:

- **Empowerment Zones-** We work with communities to design and launch sustainable local partnerships that enable transformative district schools. Empowerment Zone educators have the flexibility to make decisions that are right for their students, community, and staff.
- **Rural Innovation-** We work with rural communities to forge new partnerships and develop new ways to share resources so that students in rural areas have access to a great education and are equipped for college and career success.
- **Early College and Career Pathways-** We work with communities to create opportunities that lead to postsecondary success for all students. We foster innovative, sustainable, and scalable structures that bridge high school to college and career so students can get the head start and success they need even before they graduate high school.

To date, we have supported the design and launch of fourteen empowering partnerships across ten states, serving more than 46,000 students attending over 100 schools.

Who You Are

- You understand the impact of systemic and implicit racism and challenge yourself and others to support transformational outcomes for students across race and class.
- You are familiar with the challenges facing K-12 urban and/or rural education (and/or excited and willing to learn). You are excited by developing creative solutions to challenges encountered at the school and system levels.
- You enjoy working individually and as part of a team and can build strong relationships with others.
- You are eager to identify champions and partners for our growing body of work.
- You are a quick learner and able to take ideas and solutions from brainstorming to fruition while engaging and incorporating the perspectives of others.
- You are organized and interested in working on complex projects involving multiple stakeholders and tight deadlines.
- You thrive in a rapidly evolving environment and recognize that resourcefulness and effective communication skills are key to success.
- You can take ideas and solutions from brainstorming to fruition while engaging and incorporating the perspectives of others.
- You make time to reflect on your work to improve your effectiveness, you know how to self-advocate to get the support you need, and you can keep it all in perspective with a strong sense of humor.
- In short, you are a generalist interested in learning and growing your skills while working with a dynamic team on a wide range of projects.

How You'll Help

Work at Empower Schools looks different each day, depending on the projects you support and the current needs of our team. As a Growth Associate you will play a key role in advancing the work of Empower Schools by supporting and managing an array of projects aligned to our growth strategy. Responsibilities may include:

Research, Project, Development Support

- Measure, track and report success information and metrics both internally and externally
- Conduct research around potential funding opportunities, including preparing materials for external and internal calls
- Create and execute systems around development, funder cultivation and grant writing in close partnership with team members
- Research and identify state, district, and other potential partners regionally and nationally
- Participate in cultivating interest in and conducting exploratory efforts with potential partners
- Plan, attend, and provide follow-up for meetings with internal and external stakeholders
- Collaborate with teammates to serve as project manager for specific workstreams

Creation of High-Quality Materials

- Create compelling written deliverables to advance our work, including tailored proposals, project plans, concept papers, grants applications, slide presentations and other materials
- Manage and prepare reporting requirements



Other Organizational Support

- Support project implementation, especially in early phases of projects as they transition from growth opportunities to design

Qualifications

- At least 2-4 years of work experience in a relevant field or role
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools
- Education or consulting experience preferred, but not required
- Willingness to take initiative to manage complex projects involving multiple components successfully
- Ability to build successful relationships with partners, external organizations, policymakers, and education leaders
- Possession of a flexible, resourceful, and creative mindset and 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)
- Dedication to continuous improvement (both personal and organizational) and interest in incorporating feedback from others
- BA/BS or advanced degree preferred
- New hires are required to show proof of being fully vaccinated against COVID-19 within six weeks of hire

Salary and Benefits

The salary for associates is \$55,000 per year, with opportunities for meaningful advancement for successful team members every 2-3 years. In addition, 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 submit their application [here](#). The preferred application deadline is October 26, 2022. Please note that we do not guarantee review of applications 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.