



# MANAGER OF PROGRAMS

New Orleans, LA

## ABOUT TRUESCHOOL STUDIO

TrueSchool Studio accelerates educator-led innovation within schools, districts, and systems. We actualize true or fully realized schools—places of limitless potential for people and learning. Specifically, we:

- Facilitate a program experience that enables frontline educators to design and lead systems change efforts from the bottom up
- Develop and connect powerful networks of innovative educators across schools, cities, regions, and countries
- Research and analyze innovation in education systems within and outside the U.S.
- Identify replicable and scalable models, tools, and strategies to solve real problems in education

We have worked with over 1,500 educators in 102 schools who have impacted 75,000+ students. Partner organizations include the 4.0 Schools, the Unreasonable Institute, Echoing Green, Stanford University, ThinkImpact, Chicago Public Education Fund, and Microsoft. In 2016, we expanded internationally to launch a new partnership with More Than Me in order to reimagine learning in six schools in Liberia. For more information, visit:

[www.trueschoolstudio.com](http://www.trueschoolstudio.com).

## ABOUT THE POSITION

The Manager of Programs manages, facilitates, and delivers our programming to educator, school, and district leaders. This position is based in New Orleans with opportunities for travel nationally and internationally.

## ESSENTIAL FUNCTIONS

### *Program Delivery*

- Develop, adapt, and iterate program curriculum based on needs and learnings
- Manage program delivery quality and progress monitoring to ensure excellence with scale
- Facilitate programming and manage a programs team
- Manage and execute a thoughtful regional program delivery plan that incorporates internal + external goals and maximizes impact for local educators
- Meticulous in organization - create clear checklists for pre-, during, and post-programs and proactively plans
- Identify, recruit, and train individuals primed as supporting facilitators and expert coaches
- Ask great questions; track and share insights for continuous improvement

### *Strategy + Thought Leadership*

- Collaborate with the CEO to map and accomplish organizational goals and strategic milestones associated with programs, identifying and exploring new opportunities
- Contribute to thought leadership for the field of education at large, including research and analysis for the development of decks, presentations, articles, and speaking engagements
- Design systems for program data reporting, educator submissions, and shared learnings across regions
- Be insatiably curious—stay up-to-date on news and findings in the field, contribute to the team’s knowledge base, identify and share exemplary organizations, models, tools, strategies, and networks within and beyond the field of education
- Blog, tweet, share big ideas; serve as a connector online and offline

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TRUESCHOOL

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**Impact Evaluation**

- Provide expertise and shape the direction of TrueSchool’s monitoring and evaluation
- Collect, analyze, and reflect on impact data to understand our impact and continuously improve program design to achieve the greatest impact possible
- Create systems for tracking progress against our theory of change, including tracking inputs, identifying leading indicators, measuring outputs/outcomes, and determining frequency and methods of data collection
- Author social impact reports, program findings, and thought leadership for clients and the public
- Develop and refine benchmarks and methods for internal and external reporting, including preparing for quarterly reviews for our Advisors and a digital experience and/or report for public distribution

**Relationship Management and Communications**

- Build friendly, enduring professional relationships with educators
- Serve as the main point of contact for current clients and proactively manage client relationships
- Provide clear expectations, timelines, and agendas; execute immediate, consistent follow up and follow through
- Excellent verbal + written communications
- Track progress, data, and outcomes in project systems; review program submissions and provide feedback
- Create, launch, and lead new opportunities to generate lasting community and connections among educators and alumni
- Support building new client relationships
- Facilitate introductions and develop easy ways for schools and educators to share ideas and resources

**Network Building**

- Knowledgeable of national and regional education leaders and organizations
- Engage in community events related to education innovation
- Map education ecosystems and build connections to pipeline programs and potential strategic partners
- Generate new leads for partnerships and promising new opportunities for organizational growth

**ATTRIBUTES**

- Dynamic, outstanding facilitator; comfortable leading small and large groups of professional learners
- Strategic thinker who understands how to both support and challenge learners
- Attention to detail, exemplary time management and organization
- Customer service orientation
- Self-starter and quick study; demonstrated problem-solver with a solutions-focused mindset and optimistic outlook
- Thrives in a fast-paced, fast-changing environment, flexible and adaptable
- Proven ability to build, motivate, and manage teams; excellent communication and interpersonal skills
- Grit, drive, and passion, including a commitment to providing access to an excellent education for all students

**QUALIFICATIONS**

- Bachelor's degree required
- Prior experience in the field of education



**IDEAL**

- Experience working in a start-up
- Experience teaching in k-12 education
- Experience in school leadership and/or working within a school district

Competitive salary and benefits are commensurate with experience. To apply, email your cover letter + resume as a single PDF titled “[LastName]\_Manager of Programs” to [jobs@trueschoolstudio.com](mailto:jobs@trueschoolstudio.com). Applications are reviewed on a rolling basis. Anticipated start date is spring or summer 2017.

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