



# Branch Alliance for Educator Diversity

	<b>Branch Alliance for Educator Diversity (BranchED) Project Manager</b>
<b>Organizational Description</b>	<p>More than half of American public-school students are children of color, and only 18% of their teachers are from these same racial and ethnic groups. The Branch Alliance for Educator Diversity (BranchED) was founded in 2017 to support Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation’s school children. These 253 Minority Serving Institutions comprise 13% of education providers in the United States, but prepare 51% of all Hispanic students earning bachelor’s degrees in education, 51% of Native Hawaiian and Pacific Islander teacher candidates, 38% of African American teacher candidates, and 35% of bachelor’s degrees in education for Native Americans and Asian Americans.</p> <p>BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at MSIs, with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED has three goals that guide its work:</p> <ul style="list-style-type: none"> <li>• <b>Empower:</b> working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities</li> <li>• <b>Connect:</b> strengthening relationships among MSIs by building partnerships to spur collaboration and innovation</li> <li>• <b>Advance:</b> amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs</li> </ul>
<b>Position Objective</b>	<p>At the heart of the mission of BranchED is the goal to support MSI educator preparation programs in delivering pioneering, high-impact preparation experiences for prospective teachers. Project management responsibilities include the coordination and completion of projects on time, within budget, and within scope. The PM is responsible for supporting team members in overseeing logistics, progression, and completion of a variety of projects associated with the BIRCH Professional Learning Center and the National Educator Preparation Transformation Center. This includes setting deadlines, communicating with team members about the state of the project, ensuring projects stay on track, and adjusting if necessary to meet new requirements.</p>



# Branch Alliance for Educator Diversity

<p>Essential Functions</p>	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility</li> <li>• Create long- and short-term project plans, including setting targets for milestones, adhering to deadlines</li> <li>• Monitor and track project progress</li> <li>• Ensure that all projects are delivered on-time, within scope and within budget</li> <li>• Manage changes to the project scope, project schedule and project costs using appropriate verification techniques</li> <li>• Measure project performance using appropriate tools and techniques</li> <li>• Report and escalate to management as needed</li> <li>• Identifying and managing potential risks and liabilities of multiple projects</li> <li>• Create and maintain comprehensive project documentation</li> <li>• Track project performance, specifically to analyze the successful completion of short and long-term goals</li> <li>• Develop spreadsheets, diagrams, and process maps to document needs</li> <li>• Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy</li> <li>• Performing quality control on the project throughout development to maintain the standards expected</li> <li>• Adjusting schedules and targets on the project as needed</li> <li>• Perform other related duties as assigned</li> </ul>
<p>Education &amp; Experience</p>	<ul style="list-style-type: none"> <li>- Bachelor's Degree in appropriate field of study</li> <li>- Five or more years of experience in the field</li> <li>- Proven working experience in project management</li> <li>- Excellent client-facing and internal communication skills</li> <li>- Excellent written and verbal communication skills</li> <li>- Solid organizational skills including attention to detail and multitasking skills</li> <li>- Strong working knowledge of varied technology to support project management</li> <li>- Project Management Professional (PMP) / PRINCE II certification is a plus</li> </ul>
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> <li>- Written and verbal communication skills</li> <li>- Ability to multi-task and manage various project elements simultaneously</li> <li>- Leadership skills</li> <li>- Big-picture thinking and vision</li> <li>- Attention to detail</li> <li>- Conflict resolution skills</li> </ul>



# Branch Alliance for Educator Diversity

	<ul style="list-style-type: none"><li>- Creative problem-solver with ability to identify and address issues proactively</li><li>- Ability to thrive in a fast-paced environment and willingness to 'roll up sleeves' to get things done</li><li>- Ability to build authentic relationships</li><li>- A positive attitude and affect, high degree of flexibility, curiosity to learn, creativity, dedication, resourcefulness, and energy</li><li>- Committed to equity and diversity</li></ul>
Compensation	Competitive with skills and experience. BranchED offers a competitive benefits package.
# of Direct Reports	0
Reports To	VP of Strategy
Location	Austin, Texas or Remote
Setting	This position operates in a general office setting. Frequent travel to organization headquarters in Austin, Texas, MSI sites, and national conferences and convenings is expected, as well as occasional lifting.

## Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to [talent@educatordiversity.org](mailto:talent@educatordiversity.org). The review of applications will begin immediately and will continue on a rolling basis until the position is filled.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.