

POSITION OVERVIEW

Title: Chief of Staff
Company: Branch Alliance for Educator Diversity
Location: Austin, TX
Reports to: President

ABOUT BRANCH ALLIANCE FOR EDUCATOR DIVERSITY

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 strengthen, grow, and lift up the impact of Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others). BranchED supports Minority Serving Institutions (MSIs) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation's school children. These 285 Minority Serving Institutions comprise 13% of education providers in the United States, but train 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.

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:

- Empower: working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities
- Connect: strengthening relationships among MSIs by building partnerships to spur collaboration and innovation
- Advance: amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs

POSITION SUMMARY

No longer in startup mode, BranchED recently underwent an organizational re-orientation to achieve broader reach and deeper impact. This new Chief of Staff is joining at an exciting and critical moment of the organization's growth. The role will serve as a right-hand partner to BranchED's Founder, President, and CEO, Dr. Cassandra Herring, to ensure she is focused on development and external relations. The Chief of Staff will prioritize and rationalize the President's time and manage key initiatives on behalf of the President and within the broader BranchED organization.

This multifaceted role will serve as a boundary spanner for the organization both internally and externally. The Chief of Staff will act as a force multiplier to enable the President/CEO to focus on the organization's highest priorities and key relationships. The role's comprehensive purview will help him/her serve as a key facilitator of BranchED's strategic alignment as well as a respected culture champion of the organization.

PRIMARY RESPONSIBILITIES

The Chief of Staff's key responsibilities will encompass three primary areas:

Provide direct support of the President/CEO to ensure executive effectiveness

- Serve as a strategic thought partner, sounding board, and confidante to the President/CEO
- Inform the President/CEO's decision-making by ensuring data and information is prepared in consistent and easy-to-understand formats
- Brief the President/CEO on related industry and field issues; provide recommendations to facilitate effective decision-making
- Remain committed to the effective use of the President/CEO's time by establishing procedures, protocols, and practices that delegate or deescalate non-priority items and promote strategic thinking time
- Draft and send letters, emails, reports, and other correspondence on behalf of the President/CEO as needed
- Represent the President/CEO in meetings and by email with internal and external stakeholders
- Proactively lead special projects and initiatives on behalf of the President/CEO to keep her time and energy focused on her core priorities

Further BranchED's development and external relations efforts

- Manage preparations for Board of Directors and Advisory Council meetings to advance the organization's strategy; identify topics and design agendas, ensure that meeting objectives are realistic, leadership is well-prepared, major take-aways are captured, and appropriate follow-up ensues
- Manage preparations for monthly funder meetings; develop and implement strategies to keep funders informed and engaged
- Assist with grant-writing, managing deliverables, and producing reports
- Expand BranchED's partnerships; network with key influencers, including researchers, deans, and community and nonprofit leaders
- Cultivate BranchED's larger community and relations; identify opportunities to promote BranchED's mission and presence
- Help President/CEO prepare for external engagement (meetings, presentations), as needed
- Facilitate timely follow-up for external meetings; ensure stakeholders remain informed and engaged

Support organizational strategy and alignment

- Drive BranchED's strategic priorities in partnership with the President/CEO, Board of Directors, and Advisory Council
- Interface with key stakeholder groups for BranchED's upcoming strategic planning; keep a pulse on the process and provide context and guidance, as needed
- Connect the dots across internal teams; foster collaboration within the organization
- Serve as an integrator within leadership; promote clear lines of communication and oversee joint projects and initiatives

KEY QUALIFICATIONS

The Chief of Staff should possess the following professional qualifications and personal attributes:

- At least 10 years' professional experience, preferably in close partnership with the executive level
- Experience working closely with executives confidently and collaboratively; C-suite experience and/or work with boards of directors a plus
- Experience in education sector and/or nonprofit environment preferred
- Experience developing, executing, and overseeing a strategic vision
- Experience working cross-functionally in areas including professional learning, development, research, communication, etc.
- Experience spearheading and managing projects with multiple contributors and work streams from conception to completion on time and within budget
- Demonstrated ability to inform and influence a variety of stakeholders
- Ability to thrive in a fast-paced, dynamic culture with a can-do attitude
- Strong communication skills with keen attention to detail; ability to design written products that convey ideas clearly and persuasively
- Ability to engage in discourse with integrity and respect
- Strong self-efficacy and emotional intelligence to cultivate team-wide respect and trust
- Passion and commitment to transforming education (in general) and/or passion about MSIs (specifically)
- Commitment to equity and diversity

TO APPLY

Interested candidates can apply through [Prime's Career Center](https://primechiefstaff.com/page/BranchEDApplication) at <https://primechiefstaff.com/page/BranchEDApplication>.

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