

## **POSITION OVERVIEW**

**Title:** Chief of Staff

**Company:** Branch Alliance for Educator Diversity

**Location:** Peachtree City, Georgia

**Reports to:** President/CEO

## **ABOUT BRANCH ALLIANCE FOR EDUCATOR DIVERSITY**

More than half of American public-school students are children of color—yet only 20% of their teachers represent these same racial and ethnic groups.

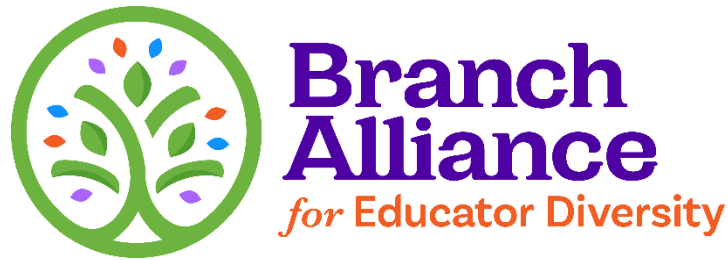
[Branch Alliance for Educator Diversity](#) (BranchED) was founded in 2017 as the only non-profit organization in the country dedicated to strengthening, growing, and amplifying the impact of educator preparation at Minority Serving Institutions (MSIs), with the longer-range goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students.

BranchED serves as the nucleus of a national network of 200+ high impact colleges and universities located in 38 states, D.C., Puerto Rico, and the Virgin Islands that are united by a commitment to increasing the achievement gains of all learners and enhancing the diversity of the nation's corps of educators. As a growing organization with big goals to impact the lives of America's schoolchildren, BranchED also recently expanded its scope and services to include K-12 districts and additional colleges/universities.

## **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. The Chief of Staff will maintain close working relationships with the President's executive assistant and with leaders in the organization. This role will oversee the operations of the President's office and promote organizational alignment and strategic execution.

This multifaceted role will serve as a boundary spanner across the organization, helping to



create more consistency and alignment across the BranchED team while ensuring cross-functional initiatives are completed seamlessly. The Chief of Staff's comprehensive purview will help him/her serve as a key facilitator of BranchED's strategic planning process as well as a respected culture champion of the organization.

### **PRIMARY RESPONSIBILITIES**

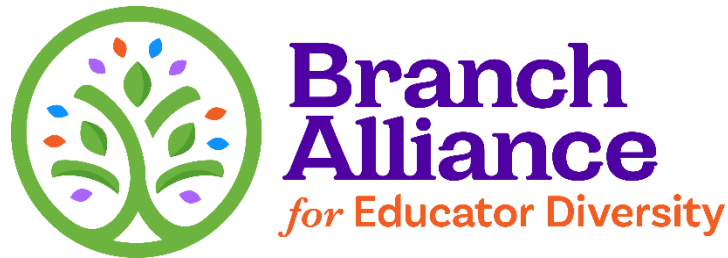
The Chief of Staff's key responsibilities will encompass four primary areas:

#### **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; act as a sounding board to offer perspective and guidance
- Succinctly update the President/CEO on related industry and field issues, supported by facts and recommendations, facilitating effective decision-making, with vetted narrative and briefings
- 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, by email, and phone calls with internal and external stakeholders
- Proactively lead special projects and initiatives on behalf of the President/CEO to keep the President/CEO's time and energy focused on her core priorities

#### **Instill consistent processes and systems across the organization**

- Serve as the integrator between Program and Operations teams; establish best practices for communication and collaboration
- Deploy new systems and tools to streamline operations; ensure consistent deployment across the organization
- Formalize and document standard operating procedures and policies; communicate policies and expectations to BranchED's leadership and team members
- Solicit and synthesize feedback; identify opportunities for process and policy improvement



- Facilitate BranchED's 5-year strategic planning process in coordination with key stakeholders

#### **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 (meeting, presentations) as needed
- Facilitate follow-up for external meetings

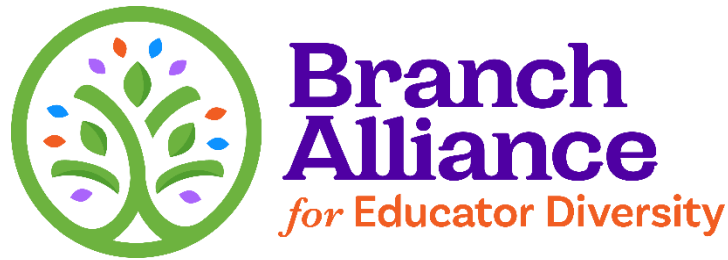
#### **Foster and champion the organization's strong culture**

- Act as an adaptative leader; encourage the team to welcome change and growth in service of BranchED's mission
- Break down silos; create opportunities to involve team members in cross-functional conversations and projects
- Maintain a pulse on the organization's shared sentiment and needs
- Promote a positive work environment; model core values and behaviors
- Demonstrate a passion for both the daily work and the broader vision
- Emphasize the importance of communication and collaboration across all levels
- Foster authentic connections within the organization

#### **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
- Superb project management skills; tendency to take initiative with little direction
- Ruthless organization and prioritization skills
- Strong communication skills with keen attention to detail; ability to design written products that convey ideas clearly and persuasively
- Capacity to anticipate needs and future opportunities
- Ability to engage in discourse with integrity and respect
- Strong self-efficacy and emotional intelligence to cultivate team-wide respect and trust
- Experience with change management best practices; ability to convert ambiguity into clarity
- Passion and commitment to transforming education (in general) and/or passion about MSIs (specifically)
- Commitment to equity and diversity

#### **TO APPLY**

Nominations or applications (with current resume and letter of interest) should be sent confidentially, electronically to [talent@educatordiversity.org](mailto:talent@educatordiversity.org). Please include in your email the position for which you are applying. 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 characteristics covered by law with regard to employment opportunities.