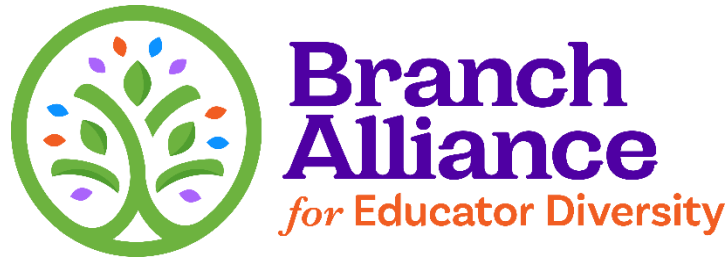
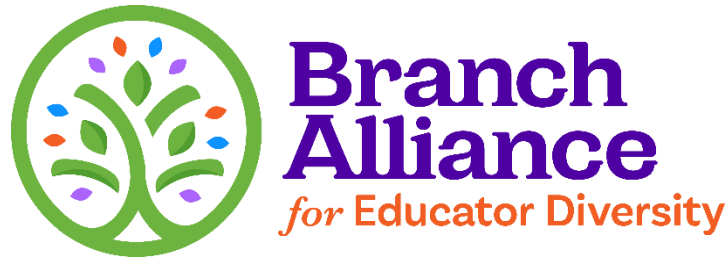


Branch Alliance for Educator Diversity (BranchED) Manager of PK-12 Initiatives	
Organizational Description	<p>Branch Alliance for Educator Diversity (BranchED) is a professional services organization and a collective of university faculty and leaders advancing educational equity and excellence by expanding individual capacity, enabling supportive relationships, boosting institutional effectiveness, and collaborating with communities.</p> <p>Our growing national network includes hundreds of current and future educators at federally designated Minority Serving Institutions (MSIs), other higher education institutions enrolling 50% or more students of color, and PK-12 school districts with populations of 75% or more students of color. Together, we are activating educational environments that not only enroll diverse future educators but equip and arm them, so they excel.</p> <p>We believe:</p> <ul style="list-style-type: none"> • Every student deserves access to caring, adaptive, and well-prepared teachers. • Every teacher deserves preparation that fuses quality with diversity. • Every person benefits when we create a higher standard of education together.
Position Objective	<p>The Manager of PK-12 Initiatives collaborates with BranchED team members. The Manager of PK-12 Initiatives serves under BranchED's Senior Vice President in planning and administering programs and projects of the BIRCH Center. The Manager of PK-12 Initiatives has experience, expertise, and professional background working with PK-12 leadership and faculty in equity and related professional development learning, coaching, and instruction. The Manager of PK-12 Initiatives is instrumental in supporting the portfolio of strategies, partnerships, and programs for the PK-12 work and will be a critical team member in the organization's PK-12 vision.</p>
Essential Functions	<p>Project Planning and Implementation</p> <ul style="list-style-type: none"> • Design intentional learning experience that brings campus and district leaders together to share their knowledge, engage in dialogue, have new experiences, reflect on their own and others' practices. • Develop, manage, and execute initiatives by providing thought-partnership, technical assistance, and capacity-building support for PK-12 leaders and educators. • Facilitate external and internal meetings with high levels of engagement of PK-12 stakeholders that drive outcomes for key initiatives and strategies.



	<ul style="list-style-type: none"> • Utilize knowledge of PK-12 education and adult learning to design, develop, and implement strategic learning and development programs for campus and district leaders and educators. • Plan and execute virtual and face-to-face site visits, communities of practice, convenings, and other stakeholder meetings as determined. • Recruit and secure subject matter experts to collaborate in capacity building activities for PK-12 leaders and educators. • Plan and facilitate walkthroughs and rehearsals for guest speakers and panelists participating in workshops and convenings, as necessary. • Strategize for contingency planning and schedule implementation of project goals to ensure project deliverables, milestones, and goals are met. • Organize materials for and provides draft inputs to written products such as site visit reports, project documentation, project progress reports, and other key materials. <p>Management and Evaluation</p> <ul style="list-style-type: none"> • Establish a process for continuous improvement through strong evaluation of programs, supports, and services. • Collect, enter, and organize data and other information to support project evaluation. • Coordinate and monitor the delivery of professional development and other events to ensure quality, satisfaction, and measurable learning by participants. • Manage calendar of activities (from recurring stakeholder meetings to stand alone events) to ensure relevant communication and action items are conducted in a timely manner and deadlines are met. • Maintain an up-to-date inventory of the projects and progress. <p>Other</p> <ul style="list-style-type: none"> • Along with BranchED’s leadership team, help develop and contribute to the organizational culture and values. • Other duties as assigned.
Education & Experience	<ul style="list-style-type: none"> • Doctoral degree in education, or relevant field. • At least 5 to 7 years work experience in teaching, teacher preparation, curriculum design, group facilitation, or related field. • Experience in PK-12 campus and/or district program and talent development. • Strong understanding of PK-12 programs and academic monitoring with improvement cycles. • Experience in instructional coaching and the ability to create coaching programs that create an environment of continuous learning to impact teachers and students.



	<ul style="list-style-type: none"> • Experience with assessing and providing guidance on culture and climate development on campuses. • Experience in outreach and community building to support student success. • Experience in supporting campus diversity, equity, and inclusion and understanding of educational equity initiatives. • Experience in designing and facilitating engaging learning experiences for leaders and educators. • Expertise in evidence-based practices and instruction. • Strong presentation and facilitation skills and previous experience in both face-to-face and virtual convening spaces. • Excellent written and extraordinary oral communication skills. • Excellent organizational skills with the ability to manage multiple tasks simultaneously. • Experience working with Microsoft Office 365 including Publisher, audio/video conferencing software, contact management software, document management software, group calendars, project management software, and other design and collaboration tools. • Experience collecting and analyzing data and documenting project progress.
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • A passion and commitment to transforming teacher preparation programs in PK-12 districts and Educator Preparation Programs that serve a disproportionate number of students of color. • Ability and initiative to anticipate needs and future opportunities. • Creative problem-solver with ability to identify and address issues proactively. • Committed to equity and diversity. • Ability to thrive in a fast-paced environment and willingness to 'roll up sleeves' to get things done. • Ability to cultivate respectful, strategic, and collaborative relationships with people from diverse backgrounds both internally and externally. • A positive attitude, high degree of flexibility, curiosity to learn, creativity, dedication, resourcefulness, and energy. • Ability to maintain confidentiality. • Willingness and ability to travel. • Self-motivated with the ability to work independently as well as work collaboratively and effectively within and across teams. • Must be confident, 100% dependable, energetic with a positive attitude, accept responsibility, and handle pressure well.



Branch Alliance

for Educator Diversity

Compensation	<p>This is a full-time exempt position. BranchED provides the following benefits for eligible employees.</p> <ul style="list-style-type: none"> • A competitive salary benchmarked against the industry. • Compensation will be commensurate with relative work experience and education. • Medical insurance with up to 100% employer contribution. • Dental, vision, FSA, life and disability insurance plans. • 401(K) retirement plan with an Employer Match up to 6% of your compensation. Eligible after 90 days of employment. • Generous time off including 15 days of paid time off (to be taken for sickness or vacation) and 12 organization-wide holidays. • Organization-wide and workgroup training. • A commitment to developing leaders from within the organization. • An organizational culture that supports staff well-being and holistic self-care/community care. • Ample opportunities to connect with the faculty/leaders, students, and communities we serve.
# of Direct Reports	0
Reports To	Senior Vice President
Location	Flexible (remote or Peachtree City based)
Setting	This position operates in a general office setting. Travel and lifting are expected.

Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to 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.