



Associate Director, The Broad Residency in Urban Education
THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS

The Broad Center for the Management of School Systems seeks an Associate Director for The Broad Residency in Urban Education. This position reports to the Director of Recruitment and will be responsible for the development, analysis, execution and refinement of recruitment, marketing, and selection practices. The position is based in Los Angeles, CA.

The Broad Residency is a management development program which immediately places professionals into full-time paid managerial positions in urban school districts and charter management organizations. Simultaneously, the program provides two years of professional development and access to a nationwide network of education leaders. In 2010, the program placed 42 Residents in management roles across the U.S.

Responsibilities include, but not limited to:

- Lead the development and execution of various national and regional marketing/recruitment strategies with the goal of placing 45-50 high-quality professional candidates
 - Proactively develop, execute and lead multiple outreach activities which market the program (networking events, presenting at campus presentations, conferences, information sessions, etc)
 - Proactively build and lead multiple strategic relationships or partnerships which will raise awareness of the program
 - Cultivate and track candidates throughout the recruitment, selection and placement process. Educate, counsel and motivate candidates regarding a career transition into education
 - Create/maintain marketing materials (i.e. brochures, website, other collateral)
- Lead portions of the development and execution of a rigorous selection process (national and regional) to narrow more than 2500 candidates to a final pool for placement while also:
 - Reviewing high quantities of resumes and application essays
 - Conducting phone and in-person interviews
 - Partnering with hiring organizations (districts, charter organizations, etc) to place candidates
 - Utilizing strong judgment and strong instinct/emotional intelligence to support decision-making
- Use critical thinking and analytical skills in all aspects of the work to allow for continuous improvement/refinement of all processes and strategies.

Travel Requirements

Travel is required September through February – several trips per month (each 2-3 days long). Occasional travel throughout remainder of the year

Desired Qualifications

Our mission is to positively impact millions of children by improving K-12 public education. This is a difficult mission and requires the dedication of tireless, creative, smart people who enjoy operating in a fast paced environment. The ideal candidate is a self-motivated over-achiever with strong initiative to thrive on a small team as an individual contributor and team member. Candidate must meet the following criteria.

- Graduate degree
- At least 4 years work experience with at least two years in the private sector
- Ability to balance day-to-day hands on work with strategic and analytical work.
- Ability to simultaneously plan and execute multiple detail-heavy projects
- Flexibility to create and/or execute ideas in new or ambiguous environments
- Experience evaluating/assessing talent; strong judgment
- Strong interpersonal skills and a relationship builder
- Strong written and verbal communication skills
- Quick learner who is open and responsive to feedback
- Highly organized
- Familiarity with or passion for K-12 education is preferred
- Marketing experience is preferred, but not required
- Sense of humor is optional, but preferred

Salary and Benefits:

Salary is commensurate with skills and experience. Excellent benefits include health, dental and retirement provisions.

About The Broad Center for the Management of School Systems:

The mission of The Broad Center for the Management of School Systems is to raise student achievement by recruiting, training and supporting executive leadership talent to become the next generation of urban education leaders. The Center identifies leaders from education, business, the military, nonprofit organizations and government who have the passion and skills to take on executive leadership roles in urban education. The Broad Center operates two primary leadership development programs: The Broad Superintendents Academy and The Broad Residency in Urban Education. More information can be found at www.broadcenter.org.

The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

Send resume and cover letter to Ashley Martenson at amartenson@broadcenter.org.