



Associate Director, Recruitment and Selection

THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS

BACKGROUND

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 from across America to become the next generation of urban school district leaders. The Center identifies talented leaders from education, business, the military, nonprofit organizations and government who have the passion, knowledge 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.

Created in 2003, The Broad Residency in Urban Education (TBR) is an intensive two-year management development program offered to talented early- and mid-career professionals from the private and non-profit sectors. The purpose of the program is to provide an entry point for developing leaders who are not currently working in public education to train and prepare for senior positions in urban school systems throughout the country. Residents are placed directly in full-time paid managerial positions in large urban school districts, charter management organizations, and state and federal departments of education. Over the course of the two years, Residents meet together for eight professional development sessions for rigorous study and skill-building activities. When the program ends, Residents are well prepared to assume leadership posts in systems of public schools. In 2011, the program placed 42 Residents in management roles across the U.S.

POSITION SUMMARY

The Broad Center for the Management of School Systems seeks an Associate Director, Recruitment and Selection for The Broad Residency in Urban Education. This position reports to the Managing Director 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.

DUTIES AND RESPONSIBILITIES

Responsibilities include, but not limited to:

- Lead the development and execution of various national and regional marketing/recruitment strategies with the goal of placing ~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
 - Conduct reference checks with senior executives
 - Support matching process between candidates and organizations
 - 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.

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 strongly preferred
- At least 4 years work experience (candidates with at least two of these years in the private sector preferred)
- 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

TRAVEL REQUIREMENTS

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

SALARY AND BENEFITS

Salary is commensurate with skills and experience. Excellent benefits including health, dental and a comprehensive 401k retirement savings plan.

TO APPLY

To apply, please send a letter of interest and resume Jerry Gonzales, Deputy Director of Operations at tbcjobs@broadcenter.org. Employment is contingent on a writing sample and a satisfactory background check.

We will only contact applicants chosen for further consideration.

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 Broad Center Core Values are: Impact, Excellence, Continuous Improvement, Innovation, and Professional Community.

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.