



position available

Position Program Director, The Broad Residency
Schedule/Status Full Time
Duration Permanent
Location Los Angeles
Reports to Managing Director, The Broad Residency

Our Why For generations, Americans have called public education “the great equalizer,” while in too many places, our school systems are not living up to that promise, and outdated, inefficient bureaucracies exacerbate inequities. Solving this challenge requires diverse leadership by team members who share the same belief: that America’s public school systems can and must be engines of excellence and equity for all of the students and families they serve. This belief is paramount to the team at The Broad Center, and we are inspired to make a difference by creating a growing network of experienced leaders and managers who are rising to this challenge.

What We Do The Broad Center is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public school systems. Our programs—The Broad Academy and The Broad Residency in Urban Education—prepare these professionals to put their skills and know-how to work and make student learning the primary driver of every central office dollar and decision. In public school districts, charter management organizations and state departments of education, more than 500 members of The Broad Center’s alumni network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, the goal is the same: make public education systems more effective, more efficient and more equitable so that every student receives a world-class education.

The Broad Residency (TBR) team, on which the new program director will serve, matches talented professionals with management roles in public education systems throughout the nation. The program also identifies current management talent within public education and brings both groups together for a unique, cost-free, two-year learning experience that includes earning an accredited master’s degree in educational leadership upon graduation. The two-year program features eight in-person sessions in various locations across the country. Between sessions, participants complete rigorous coursework including robust preparatory activities tied to upcoming session topics and independent projects for a personalized learning plan.

Our culture and team set us apart; our people are dedicated to driving impact and making a difference every day, and our climate is collaborative and vibrant. Diversity, equity and inclusion are vital to this environment. Our diverse skills, experiences, backgrounds and differing viewpoints lead to stronger ideas and lasting results, and our commitment to the values of equity and inclusion show up in our programs, our partnerships and for our staff.

The Broad Residency is at an exciting inflection point; having recently launched its largest cohort of Residents, there are new opportunities to have an even greater impact in the education sector, and the new program director will play a central role in assessing and acting on those opportunities. *For more information, visit our website at www.broadcenter.org.*

What You Do This is an ideal opportunity for a leader who is passionate about equity for all students in public education and who also shares our obsession with developing adults to their

full potential by providing tailored, rich learning experiences. You'll leverage and rely on these qualities eight times a year when you play a substantial role in developing and delivering the events that bring our Residents together as a cohort. In this context, you'll: operate—and thrive—in nimble project management mode; solve complex challenges through ideation and identification of high-leverage strategies; design learning experiences that are meaningful and engaging; and take pride in the degree to which the experience feels seamless for its participants.

What You'll Own

Specifically, the program director is responsible for leading the vision, strategy and execution of an integrated learning experience designed to develop leaders in K-12 public education and ensure that they have the skill, will and mindsets necessary to lead.

Specifically, the TBR program director will own:

Team Leadership and Management

- Building, developing, managing and supporting a high-performing and inclusive team of four, including two operations associates and two program content specialists;
- Setting vision and goals for the team and its members, including defining what success looks like, establishing outcome-based goals, and planning and managing execution to meet those goals;
- Facilitating internal professional development with the team to support ongoing learning and strong team culture;
- Managing resources, including budget and staff, and ensuring delivery of program goals on budget;
- Leading cycles of strategic planning, implementation, analysis and evaluation of results to monitor and continually improve the program and its impact; and
- Assuring the sustainability of programming by ensuring systems are in place to codify program materials and learning.

Program Development and Facilitation

- Leading, enhancing, developing and managing a comprehensive leadership development program for two cohorts over eight sessions per year;
- Managing the research, content design, development and delivery of best-in-class, relevant and engaging curriculum and session modules that focus on K-12 education, leadership development, and diversity, equity and inclusion;
- Leveraging and managing external consultants, facilitators and speakers as necessary to design and deliver program content;
- Ensuring strong execution of professional development sessions, measuring Resident learning, and collecting and leveraging data to monitor effectiveness and continually improve program;
- Overseeing a performance management system and all other supports for Residents to ensure they achieve desired programmatic outcomes, including a team of executive coaches and staff advisors;
- Maintaining ongoing dialogue with Residents, supervisors, internal team and other stakeholders to assess strategic and operational needs at every level;
- Establishing credibility as an expert and trusted advisor with a range of diverse stakeholders; and
- Facilitating, leading and attending TBR sessions.

Organizational Leadership

- Supporting a strong team culture across The Broad Center;

- Serving as an exemplar of TBC's professional values of *High Expectations, Drive, Continuous Improvement, Collaboration, Innovation and Inclusive Community*;
- Leading and serving with a commitment to diversity, equity and inclusion;
- Working with other TBR team members (across recruitment, selection, placement and operations) to ensure program and participant evaluation information is incorporated into selection and placement of future cohorts;
- Engaging in cross-functional collaboration and working groups to identify synergies across teams, periodically support recruitment and selection of Residents and accelerate organizational learning;
- Leveraging session curriculum and learning to contribute to TBC's overall learning management system and leadership development pipeline; and
- Proactively seeking out, providing and acting on feedback.

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.

Reporting Structure

The program director reports to the managing director of the TBR team.

What You'll Need

The following experiences, skills and characteristics are *required*:

- Commitment to diversity, equity and inclusion with an ability to build trust and respect across lines of difference;
- A passion and demonstrated commitment to transforming K-12 public education, managing and developing inclusive teams, and equipping diverse, high-potential leaders with the tools they need to improve public education;
- Exceptional ideas about how to amplify the impact of these leaders;
- A professional track record of bringing ideas to life through meticulous planning and execution, program development, project management, team management and relationship building;
- Professional experience which includes at least five years of experience in adult learning, training and development and experience in a public K-12 school operating organization or national education nonprofit;
- Proven track record of leading successful, cohesive teams and delivering high-quality, data- and results-driven programming; Curiosity, vulnerability, and humility;
- Excellent relationship-building skills, with the ability to work effectively with others internally and externally; Intrinsic drive to create new systems and continuously improve existing processes;
- Stellar verbal and written communication skills; A collaborative and generous spirit, ability to tolerate extended conversations about food, and a willingness to try karaoke or provide evidence-based rationale for why you will not;
- Advanced skill in using Microsoft Excel, PowerPoint, Word and Outlook
- A bachelor's degree
- The ability to commit to 20 percent travel (including evenings and weekends); and
- A thorough background and reference check and proof that you are legally entitled to work in the United States

The *ideal* candidate will also possess these experiences, skills and characteristics:

- A graduate degree;
- Experience facilitating around diversity, equity and inclusion; and
- Experience in school leadership or central office role.

What We Offer

Full-time permanent team members receive:

- Competitive salary, vacation and 401(k) retirement savings plan with a generous employer match
- Employer contributions to medical, dental, vision and life insurance plans
- Pre-tax commuter benefits
- Flexible spending accounts for medical and family care expenses
- Free access to an on-site gym and a steady supply of nutritious snacks in our shared kitchen

Exempt vs. Non-Exempt

Exempt

An Equal Opportunity Employer

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin (including associational and perception-based discrimination based on national origin), age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities. The Broad Center is committed to providing equal access and opportunities to candidates with legally recognizable disabilities. We will make our best effort to provide reasonable accommodations at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate and distinct process from selection and will have no bearing on a candidate's application status. If you need to request an accommodation or have any questions regarding our disability accommodations policy, please send an email to DAO@broadcenter.org.

Date Posted

June 2018

Join Our Team

As a member of The Broad Center team, you'll work alongside sharp, driven colleagues who have a sense of humor matched with generosity of spirit.

To apply, please send a cover letter and resume to leslie@promise54.org

We will only contact applicants chosen for further consideration.