



position available

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| <b>Position</b>        | Assistant Director or Associate Director, Alumni and Network Impact  |
| <b>Schedule/Status</b> | Full Time, Exempt  |
| <b>Duration</b>        | Permanent  |
| <b>Location</b>        | Los Angeles  |
| <b>Reports to</b>      | Director, Alumni and Network Impact  |
| <b>Our Why</b>         | <p>The Broad Center prepares and supports remarkable, dedicated professionals who create conditions to empower good teachers to do great work so all students can learn and thrive.</p> <p>For 17 years, The Broad Center has been working toward creating school systems which provide every student with a world-class public education. At our core, we believe every public school system should be and can be an engine of excellence and equity. America’s students deserve nothing less.</p> <p>Doing this work requires diverse leadership by team members who share the same belief. 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.</p> <p>Our work will be done when every family in every community can send their child to a great public school that meets that student’s every need. Until then, our team and our alumni network won’t rest.</p> <p>For more information, visit our website at <a href="http://www.broadcenter.org">www.broadcenter.org</a>.</p>   |
| <b>What We Do</b>      | <p>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 800 members of The Broad Center’s network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, Broad Center alumni are aligned around a common vision: creating the kinds of environments that enable teachers to do great work and students of all backgrounds to learn and thrive.</p> <p>The Alumni &amp; Network Impact (“ANI”) team is dedicated to supporting this vision by increasing the impact of alumni individually and collectively. Specifically, ANI focuses on creating impactful learning experiences and providing career support and development. Through a portfolio approach (e.g., content-rich convenings, study trips, best-in-class coaching) they deliver opportunities for alumni to collaborate, share best practices, continue learning, and remain inspired.</p> <p>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</p> |

results, and our commitment to the values of equity and inclusion show up in our programs, our partnerships and for our staff.

#### **What Drives You**

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 when you play a substantial role in developing and delivering the events that bring our alumni together and drive their learning and professional growth. In this context, you'll operate—and thrive—in nimble project management mode; identify, create and iterate solutions to the challenges that school systems leaders face; 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 role is responsible for supporting the design, planning and execution of best-in-class programming and events for central office leaders; curating and creating high impact resources for the alumni network; collecting and analyzing data to evaluate and enhance the effectiveness of our work; and for supporting other strategic special projects across The Broad Center.

This role supports the ongoing learning, growth and impact of our program alumni in a number of ways, including:

#### **Supporting the Design, Planning and Execution of Alumni Programming and Events**

- Support planning and execution of alumni programming, including:
  - The Forum - our annual alumni gathering is an opportunity for ~220 alumni to reconnect, create new connections, learn about promising practices and celebrate accomplishments
  - Emerging Practices Exchanges - small group opportunities for ~30 network members and their colleagues to share specific initiatives and receive feedback, resources and support from peers
  - System Leader Convenings - learning experiences specifically designed for superintendents and CEOs of school systems to discuss and reflect on topics unique to their positions as system leaders
  - Classroom Observation Intensives - immersive experiences for network members to experience guided instructional observations in classrooms with expert support to help them refine, norm and develop understanding of quality and rigor in instruction
- Create learning experiences (e.g., modules for events above, one-off gatherings, webinars, on-demand learning modules) by analyzing alumni needs, identifying learning objectives, designing the content and either facilitating or setting up other internal or external leaders to facilitate successfully
- Facilitate other self-service professional development and alumni community programming, such as “study trips” that allow leaders to visit other school systems, regional gatherings and cohort reunions
- Leveraging and managing external consultants, facilitators and vendors as necessary to design and deliver program content and ensure a high-quality experience for participants

#### **Curate and create high-impact resources focused on K-12 education best practices and leadership**

- Researching, securing, adapting high-quality resources (e.g., templates, reports, online modules, toolkits, podcasts, etc.) that support the leadership growth and learning of K-12 leaders

- When needed, working with others across TBC to create new content that meets desired learning objectives of TBC network members
- Identify and vet potential partnerships with other organizations for content creation, resource sharing and/or facilitation support

#### **Special Projects and Project Management**

- Analyze and synthesize information from sources across TBC to identify and prioritize learning needs of the network in order to propose new topics, areas of focus for programming, or even new programming or event types
- Lead special projects for emerging work on the team related to ensuring how to best serve network members, ANI team strategies and TBC organizational goals
- Ensure high-quality project management and application of knowledge, skills and tools to meet project objectives
- Assuring the sustainability of programming by ensuring systems are in place to codify program materials and learning.

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.

#### **What You'll Need**

Candidates will need:

- A passion and demonstrated commitment to transforming K-12 public education
- Self- and audience-aware; solid presentation and meeting facilitation skills
- Content knowledge of the levers for improvement of K-12 urban education systems. An understanding of the roles, challenges and opportunities of school system leaders
- Commitment to diversity, equity and inclusion with an ability to build trust and respect across lines of difference
- A track record of successfully leading complex multi-stakeholder projects. Able to build reliable work plans for self and team, even in ambiguous situations. Creates and leverages tools to manage multiple projects effectively
- Ability to innovate on existing processes for substantial improvements
- 6+ years of professional work experience
- Approximate 15-20% travel requirement
- Demonstrates a growth mindset and constantly seeks challenges
- The ability to work in a fast-paced, entrepreneurial, deadline-driven environment often managing multiple tasks and projects simultaneously
- Ability to thrive on a small team as an individual contributor and team member

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

- Experience creating and facilitating adult learning experiences
- Experience in school leadership or central office role(s)
- Experience building or curating content for virtual learning experiences, or experiences working with a Learning Management System
- Bachelor's degree required; graduate degree a plus

Employment is contingent upon a thorough background and reference check. You must be legally entitled to work in the United States.

#### **What We Offer**

We are pleased to provide full-time permanent team members with:

- 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

**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](mailto:DAO@broadcenter.org).

**Date Posted**

April 2019

**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 visit <https://www.broadcenter.org/about/join-our-team/>

We will only contact applicants chosen for further consideration.