

## Associate Director, Leadership Development

### Overview:

The Leadership Academy is a nationally-recognized 501(c)(3) nonprofit organization with a clear mission: We build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. We support school and district leaders in using an equity lens to implement a vision, build strong school and district culture, set clear and high expectations, and develop and lead principals and teachers who ensure high-quality instruction and the opportunity for all students to be successful. For us, equity means that children and adults should receive what they each need to achieve their potential, and their race, culture and other characteristics of their identity should not prevent access to opportunities and resources.

Our leadership development, coaching, and support build the capacity of individuals and systems, helping prevent leader turnover and create a bench of strong leaders. Since 2003, The Leadership Academy has worked with thousands of leaders in more than 200 school systems across 36 states, Washington, D.C., and two countries.

### Job Summary:

The Associate Director of Leadership Development supports the design and implementation of professional learning and capacity building for client districts and partners. They ensure quality for multiple projects and can serve in a variety of project team roles including designer and project manager. They thrive in a collaborative work environment, possess a strong commitment to educational equity and professional growth and are ready, willing and able to engage in dialogue about race to raise organizational awareness and support the building of an equitable culture internally and externally.

## Essential Job Duties & Responsibilities:

### Client & Team Management

- Supports client interactions, assesses client needs and recommends revisions as needed to scope of work and budgets.
- Sets workflow and work plans, and helps ensure deliverables are met.
- Contributes to the development of org-wide systems and processes to ensure on-budget, on-time, high quality, well-documented delivery of projects.

### Facilitation & Design

- Participates on teams to design programs, curriculum, tools and other resources that meet the client needs and all Academy standards for quality curriculum design and delivery.
- Has a deep understanding of project scope, content, and desired outcomes and creates and maintains coherence for project team.
- Possesses the will to contribute to learning about racial bias and other forms of bias.
- Engages in feedback cycles – gives, receives, and operationalizes feedback on process, design and facilitation

### Project Management

- Leads scheduling, logistics, and general communication for project team. Maintains ongoing knowledge of project status and updates appropriate stakeholders as required. Tracks and reports progress against project plans and deliverables, highlighting emerging challenges and opportunities.
- Monitors project expenses and staff time, reporting budget variances in a timely fashion to all appropriate parties.
- Documents curriculum, agendas and activities. Creates, edits and disseminates electronic and print materials for project team meetings and sessions.
- Integrates key organizational functions as aligned to the project workplan (i.e. business development, marketing, operations, research, and evaluation).

## **Knowledge, Skills & Attributes:**

### Education & Experience

- Demonstrated ability to collaborate and work as an effective team member
- Excellent analytical and problem-solving skills
- Demonstrated ability to lead and manage teams
- Exemplary writing and communication skills
- Expertise in Microsoft Word, Excel and Power Point
- Ability to travel frequently
- Valid driver's license

### Key Competencies

- Manages execution
- Takes initiative
- Regularly reflects on personal beliefs, biases, assumptions and behaviors
- Models a belief system that is grounded in equity and access
- Establishes and cultivates relationships
- Is a learner
- Communicates effectively
- Is adaptable and resilient
- Sees learning as a lifetime endeavor

## **Salary & Benefits:**

The Leadership Academy offers a competitive salary, commensurate with experience and comprehensive benefits including a generous paid time off (29 days) package and 100% employer funded health/dental/vision plans.

## **Location:**

The Leadership Academy is conveniently located in Long Island City, Queens. Long Island City is located only minutes outside of Manhattan and is easily accessible via seven subway lines (7, E, G, & M), the Long Island Rail Road, numerous bus lines and a ferry landing at Queens West providing service to Midtown, Lower Manhattan and Brooklyn.

## Application Instructions:

Qualified candidates may apply by emailing their resume, cover letter with salary requirements and all other applicable information to [jobs@leadershipacademy.org](mailto:jobs@leadershipacademy.org) with (job title (candidate name)) in the subject line.

We are interested in finding the best candidate for the job and that candidate might come from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

The Leadership Academy is an Equal Opportunity Employer

*We believe that diversity within our staff contributes to our team's effectiveness to our overall success.*