

Associate Director, Leadership Development

Overview:

The Associate Director of Leadership Development supports the design and implementation of professional learning and capacity building for client districts and partners.

Job Summary:

The Associate Director of Leadership Development ensures 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.

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 NYCLA 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).

Desired Skills:

- 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

Qualifications:

- Bachelor's degree or equivalent experience
- A minimum of 3-4 years' work experience in a related field.

Salary & Benefits:

The starting salary range for this position will be \$64,000-\$75,000 with comprehensive benefits including a generous paid time off package and employer-funded health/dental/vision plans.

Location:

Though The Leadership Academy is conveniently headquartered in Long Island City, Queens, New York, we are a national organization with many staff working remotely throughout the country. We encourage applications from candidates living outside New York City.

Application Instructions:

To apply, please email your resume, cover letter with salary requirements, and all other applicable information to jobs@leadershipacademy.org with the job title and your name in the subject line.

We prioritize finding the best candidates, whom we know do not always come from traditional backgrounds. If you are interested in this position but do not meet all the listed qualifications, please still apply. If you have questions about your qualifications, 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 and to our overall success.