



POSITION DESCRIPTION

JOB TITLE:	Deputy Director, Programs	STATUS:	Exempt
REPORTS TO:	Senior Director, Programs	HOURS:	Full-Time
DATE:	March 2021	DEPT:	Educate Texas

Educate Texas Vision

All Texas students, especially African-American, Latino or economically disadvantaged students, earn a college degree or credential that leads to a living wage and thriving communities.

Educate Texas Mission

As a trusted change agent, we increase academic achievement and educational equity by leading programs, policy and partnerships.

Educate Texas Values

Equity, Collaboration, Integrity, Impact, Learning

Summary

The Deputy Director will lead and maintain partnerships and facilitate engagement with district leadership, workforce partners and institutions of higher learning within the STEM District Engagement portfolio. The Deputy Director will facilitate district professional development around Work Based Learning and support college and career readiness strategies and play a supporting role in identifying and promoting key insights that accelerate student successes. Additional responsibilities may include cultivating and securing partnerships outside of the school systems that can benefit the portfolio including, but not limited to, corporations, community-based organizations, city/county offices, etc. This individual will also contribute to other college and career readiness organizational priorities as needed. This position is in Dallas and the successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 20% of the time.

Programmatic Responsibilities

- Design, plan, and implement key activities to achieve programmatic goals and outcomes
- Develop relationships and engage higher education partners, workforce and economic development partners, community-based organizations, city/county leaders, and chambers of commerce throughout the region to support the district priorities
- Deliver, document, and record technical assistance provided to districts by partners, coaches, and staff to build capacity for school design, implementation, and transformation
- Work collaboratively with internal and external stakeholders to identify program indicators and outcomes that inform the success and impact of programs
- Collect and analyze data to develop regional plans, goals, and budgets
- Prepare and present key findings to a variety of internal and external stakeholders
- Provide support to district communication teams to market and support partnership development

- Perform other related duties as assigned to ensure efficient and effective leadership practices, regional scalability, and capacity building

Organizational Responsibilities

- Manage day-to-day operations, including tracking and managing partnership engagement, progress and milestones
- Implement strategy to support increase in the number of students participating in dual credit, internships and apprenticeships
- Support budget oversight and maintenance, fundraising efforts, and communication pieces
- Collaborate with Development, Insights and Analytics, and Finance teams to manage key aspects that align with the overall strategy

Qualifications

- Relevant graduate education preferred
- Experience with college and career readiness, school leadership, higher education or workforce development preferred
- 3 years of project management experience with significant team and/or client management responsibility
- Experience in partnership cultivation and development
- Experience with analyzing data and applying it to continuous learning

Skills & Requirements

- Ability to clearly articulate the mission and vision of the project
- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects
- Strong interpersonal skills and ability to work collaboratively in a team-oriented environment
- Ability to write clearly about technical topics with precision, accuracy, readability, and editorial correctness across multiple modes; reports, blogs, and/or briefs for executive level audiences
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- Excellent problem-solving skills
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply, please send resume, cover letter and salary requirements to careers@cftexas.org.