Job Description: Director of Special Projects

Organizational Overview

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. We do this by empowering talented educators to launch new schools, providing existing schools with the supports they need to hire world-class talent and achieve excellence, and building a supportive environment for schools through policy and community engagement. Since its launch in 2006, The Mind Trust has raised over $100 million, supported the launch of 31 Indianapolis schools, established a national model for city-based education change, and positioned Indianapolis among the best cities nationally to overhaul its education system so that every student can attend a great school.

About The Mind Trust

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes. We operate in a dynamic culture, maintain focus on quantitative measures and are committed to continuous improvement. We are highly collaborative and team-oriented, while also offering a flexible work environment.

We are also committed to diversity, equity, and inclusion in all that we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, our Fellows, community stakeholders, and our partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society at-large, in particular its adverse effects on our Black and Brown students.

We commit to pursuing antiracism by:

- Creating policies, programs, and opportunities internally and externally that equitably redistribute power and control in our community.
- Eliminating the predictability of outcomes associated with race or other identity markers through our work on behalf of our city’s students.
- Reflecting on and evaluating the impact of our work by engaging our students, families, and communities.
- Empowering and elevating current and upcoming leaders of color by investing in them through leveraging our institutional power, privilege, resources, and access.

Position Overview

The Director of Special Projects will be responsible for leading and managing special projects related to The Mind Trust’s local programmatic work, beginning with managing the partnership between the eLearning Fund and the vendor selected to create the eLearning Lab.

Reporting to the Senior Vice President of School Incubation, the Director will be empowered with significant autonomy to manage the creation of the eLearning Lab, and will support the creation of new processes and protocols related to special projects meant to expand the impact of The Mind Trust’s successful programmatic work.

To be successful, the Director must: be an independent, self-motivated strategic and operational thinker; possess exceptional attention to detail and a high bar for quality; be able to organize, prioritize and direct a large volume of projects and tasks; seek solutions as an active problem solver; and eagerly partner with all colleagues to
collaboratively extend The Mind Trust’s impact.

**Position Responsibilities**

**Educational Landscape**
- Develop and leverage a deep expertise of the local and national education landscape, ensuring TMT continues to learn from and contribute to national best practices
- Develop a deep understanding of The Mind Trust’s programmatic priorities and core beliefs in order to expand impact both locally and nationally
- Design and support initiatives related to strengthening the Indianapolis education ecosystem
- Build and maintain relationships with key partners and stakeholders
- Create and manage a cross-functional research agenda to ensure TMT is prepared to support policy changes at various levels

**Project Management & Data Analysis**
- Project manage the creation of a statewide eLearning Lab
- Build, manage and execute project plans for both local and national projects across TMT teams
- Manage both internal and external execution on various projects
- Provide regular analysis of various school performance data across Indianapolis’ educational landscape
- Compile and analyze data for projects when necessary, with support from a data consultant, drawing conclusions to support organizational decision making

**Miscellaneous**
- Serve as a senior advisor to the Senior Vice President of School Incubation
- Due to TMT’s dynamic environment, be prepared to support and manage various initiatives
- Additional duties as assigned

**Qualifications**

**Candidate Profile and Experience Prerequisites**
- Bachelor’s degree preferred
- School leadership or system-level educational leadership experience strongly preferred
- Deep commitment to The Mind Trust’s vision, mission, core values, core beliefs, and DEI statement
- Ability to influence, motivate, and manage others
- Ability to operate with significant autonomy and function in a high-energy, dynamic environment
- High levels of personal ownership and drive
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment
- Ability to directly and laterally manage colleagues and contractors to achieve significant results
- Knowledge of education policy and education innovation strategies
- Highly organized with demonstrated ability to manage several simultaneously tasks and projects
- Possesses a spirit of flexibility, an openness to feedback, and a commitment to continuous learning
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue

**Compensation**
The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403b retirement plan, and paid time off.

The Mind Trust is an Equal Opportunity Employer.
To Apply
Submit cover letter and resume to Kristin Grimme, Senior Vice President of School Incubation, at kgrimme@themindtrust.org