

Job Description: Manager of Leadership and Equity

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. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 37 schools, 14 education nonprofit organizations, and has helped place more than 1,500 teachers and school leaders in Indianapolis classrooms. More information can be found at themindtrust.org.

About Working at The Mind Trust

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes and equity. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be anti racist in all its programming, policies, and procedures.

Position Overview

The Manager of Leadership and Equity will be responsible for helping to manage the organization's equity strategy, including organizing and executing internal and external efforts. Reporting to the Senior Vice President of Leadership and Equity, the Manager will expand The Mind Trust's impact on the education ecosystem in Indianapolis by managing the execution of the Racial Equity priorities.

The Manager will handle correspondence with vendors The Mind Trust is cultivating for service or capacity building. In addition, the Manager will be responsible for all back-end operations support for managing the budget, calendar, event details and correspondence, and regular updates in regards to Diversity, Equity and Inclusion (DEI) work and The Mind Trust's Racial Equity strategy. The Manager will work with other managers and employees on the The Mind Trust team to assist with DEI practices that help the organization live its values. The Manager will conduct research and data analysis on schools, neighborhoods, local non-profits, and trends in the nation to move the equity work forward at The Mind Trust.

To be successful, the Manager 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; take systems-level ideas and operationalize them for execution; and eagerly partner with all colleagues to collaboratively extend The Mind Trust's impact.

Principal Responsibilities

- Assist in the execution and manage The Mind Trust's Racial Equity strategy implementation.

- Manage The Mind Trust's Racial Equity budget.
- Work with the Senior Vice President of Leadership and Equity to develop a strategy for cultivating strong relationships (existing and new) to advance the Racial Equity work.
- Collaborate with the broader team at The Mind Trust to continuously refine and execute the strategy for meeting goals associated with the Racial Equity priorities.
- Support the management, cultivation, and stewardship of vendors, education adjacent organizations, schools, and prospective vendors.
- Direct large and small events for broad ranges of stakeholders, with attention to exceptional customer service.
- Strategically plan communications, actions and events for organizations in the vendor, non-profit, community, business, and school portfolio.
- Create and draft communications to key constituents who impact The Mind Trust's Racial Equity efforts, including in order to inspire action and/or provide updates on the organization's work.
- Improve and maintain the scorecard for Racial Equity.
- Coordinate with The Mind Trust's team to ensure that progress toward outstanding Racial Equity metrics and objectives is being tracked and met.

Additional

- Provide staff support for The Mind Trust related events and initiatives.
- Other duties as assigned.

Skills and Traits

- Bachelor's Degree in relevant area preferred
- Ability to create, monitor and maintain systems that enhance organizational efficiency
- Highly organized with experience managing multiple projects simultaneously in a deadline-driven environment
- Ability to work with a range of people both inside and outside the organization to accomplish complex and ambitious projects
- Ability to work in an environment that is not always defined by creating innovative solutions to complex problems.
- Ability to work independently and thrive in a high-energy, dynamic environment
- Exceptional personal responsibility for meeting goals and a proven track record of success
- Ability to get results through others and able to prepare superiors and peers to execute
- Strong research and analytical skills
- A demonstrated record of completing exceptional assignments
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue
- Accounting and/or bookkeeping experience, preferred but not required
- Experience with Salesforce and Google Apps, including Gmail, a plus
- Fluency in Microsoft Excel and other Office apps in a Mac-based computing environment
- Motivated by learning and discovering new things
- Able to work occasional nights, weekends and off-site as required
- Creative, solution-oriented self-starter

To apply, please send Patrick Jones, Sr. VP of Leadership and Equity, your cover letter and resume at pjones@themindtrust.org.