



# The Mind Trust

## Director of Talent

<b>Reports To:</b> Senior Director of Leadership and School Development	<b>FLSA Status:</b> Exempt
<b>Salary Range:</b> \$78,000-\$116,000	<b>Employment Classification:</b> Full-Time

### OUR PURPOSE & IMPACT

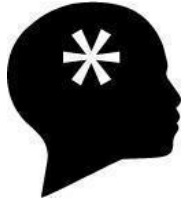
The Mind Trust is a nonprofit organization based in Indianapolis, dedicated to creating an educational system that ensures every student has access to high quality education – no exceptions. We achieve this by fostering a supportive environment through policy advocacy, community engagement, and empowering talented educators to establish new schools. Additionally, we support existing schools in attracting and retaining exceptional talent. Since our founding in 2006, we’ve launched 51 schools and 15 education nonprofits and placed over 1,800 educators and school leaders in classrooms across Indianapolis.

### WHO WE ARE & HOW WE WORK

At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, across Indiana, and beyond. This includes managing student-centered programming, growing new high-quality public charter schools, supporting existing schools and educators, and engaging the community in every region we serve. Everything we do aims to create a positive impact on student learning because we believe all students, regardless of background or income, deserve an education that helps them meet their full potential in life.

### OUR APPROACH TO TALENT & GROWTH

We believe in fostering a high-capacity team that aligns with our mission and values to drive transformational educational outcomes. Our culture encourages team members to bring their authentic selves to work, fostering a sense of belonging and care for one another. Empowered and self-driven, our leaders operate with autonomy and commitment to continuous learning and growth. We invest in professional development, promoting innovation and curiosity as we strive for excellence in our mission.



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## YOUR IMPACT

The Mind Trust seeks a visionary, strategic, and driven Director of Talent to lead the recruitment, selection, and development pipeline for our city and statewide Fellowship programs. This role will be responsible for identifying exceptional leaders who are prepared to launch or strengthen transformational public schools across Indiana. The Director of Talent will oversee the full lifecycle of our Fellow selection processes and refine how we identify and cultivate talent through our Emerging Leaders Fellowship, Indiana Charter School Fellowship, and other internal programming.

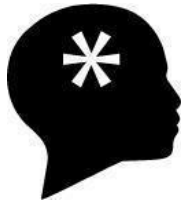
Beyond program recruitment, the Director of Talent will be charged with crafting and implementing an organizational talent philosophy that guides how we seek out, select, and support leaders. This includes developing tools, rubrics, and messaging that reflect our commitment to excellence and innovation in education. The Director will ensure our processes are rigorous and aligned to the qualities that drive success in school leadership and systems change.

Working in close collaboration with the Senior Director of Leadership and School Development, the Director of Talent will also help shape a citywide and statewide talent strategy. This strategy will be grounded in the current and projected needs of schools across Indiana and will position The Mind Trust as a proactive force in building a pipeline of mission-aligned and highly effective school leaders. The ideal candidate is a strategic thinker, strong relationship-builder, and passionate advocate for the transformative power of great leadership in public education.

## HOW YOU WILL SUCCEED

*Develop and regularly update The Mind Trust's education ecosystem talent philosophy and strategy.*

- Develop and communicate a clear education ecosystem talent philosophy that reflects organizational values and priorities.
- Oversee and continuously improve selection processes to ensure rigorous and predictive hiring.
- Analyze and report on recruitment data to inform strategic decisions and improve outcomes.



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*Lead and execute The Mind Trust's programmatic recruitment strategy and activities, in alignment with talent philosophy.*

- Design and implement a comprehensive talent recruitment and selection strategy for all Fellowship programs.
- Partner with other internal teams to identify current and future talent needs across the education landscape.
- Cultivate and manage a robust pipeline of high-quality applicants for Fellowship opportunities.

*Design and manage robust, multi-step selection processes for all TMT selection activities.*

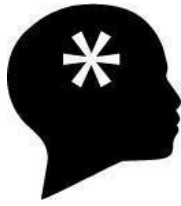
- Craft interview scripts and role-specific performance tasks.
- Design and execute interview day logistics, including scheduling, materials, interviewer prep, and candidate communication.
- Coordinate cross-team participation to ensure interview panels are well-prepared and aligned on evaluation criteria.
- Collect and synthesize feedback from interviewers to support high-quality selection decisions.

*Develop and manage TMT's School Growth leadership development efforts.*

- Collaborate with the Senior Director of Leadership and School Development to build a statewide charter school talent strategy.
- Support onboarding and early-stage engagement of selected Fellows to ensure a strong start.
- Supports launching and expanding schools with talent needs.
- Perform additional duties as assigned.

*Contribute to The Mind Trust's efforts to serve as a national leader on school incubation and building thriving educational ecosystems.*

- Build strong relationships with external partners, universities, and community organizations to expand recruitment reach.
- Represent the organization at talent-related events, conferences, and panels.
- Contribute to the overall leadership of the organization by participating in strategic planning and cross-functional initiatives.



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- Stay informed of national talent trends, especially within K–12 education, and bring innovative ideas to the team.

## WHAT YOU BRING TO THE ROLE

### Essential Skills, Experience, & Attributes

- Deep commitment to and enthusiasm for The Mind Trust’s mission and methods of ensuring that all children have an opportunity to receive an excellent education.
- Significant alignment and belief in The Mind Trust’s core values.
- Highly organized with demonstrated ability to simultaneously balance several tasks.
- Ability to coordinate and execute logistics with precise attention to detail.
- Ability to work independently as well as collaboratively, and thrive in a high-energy, fast-paced environment.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently
- Strong understanding of competency-based hiring and assessing leadership potential.
- Experience with designing and iterating selection processes preferred.
- Experience in full-cycle recruitment (sourcing, screening, interviewing, and hiring).
- A bachelor's degree or equivalent combination of education and/or experience required.

### Additional Strengths & Qualifications

- Strong understanding of competency-based hiring and assessing leadership potential.
- Experience with designing and iterating selection processes.
- Experience working with talent initiatives in charter schools preferred.
- Experience in full-cycle recruitment (sourcing, screening, interviewing, and hiring) preferred.
- Advanced computer skills including Microsoft Office – Word, Excel and PowerPoint required
- Ability to relocate to Indianapolis preferred.

## WHAT WE OFFER



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At The Mind Trust, we support and prioritize the wellbeing and development of our team members. As part of our commitment to our employees, we offer a wide range of robust benefits designed to support your health, wellbeing, and professional growth.

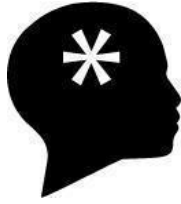
- **Healthcare:** Access comprehensive medical, dental, and vision coverage with substantial premium support
- **Retirement Savings:** Secure your future with a 403(b) plan featuring generous employer matching
- **Life and Disability Coverage:** Gain peace of mind with life and disability benefits, ensuring financial security for you and your loved ones
- **Professional Development:** Engage in continuing education opportunities to foster growth and learning
- **Generous Time Off:** Prioritize work-life balance with a competitive PTO policy and paid holidays
- **Family Support:** Our family leave, adoption assistance, and childcare reimbursements are designed to ease the journey of welcoming new additions and managing family dynamics, ensuring you have the support you need to thrive both at home and in the workplace

## PHYSICAL DEMANDS & WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, which might include but are not limited to, remaining stationary for extended periods, occasional movement throughout the department, and occasional transport of objects weighing less than twenty pounds. This position requires the ability to communicate to exchange accurate information with others.

## EQUAL EMPLOYMENT OPPORTUNITY

*The Mind Trust is committed to equal employment principles and complies with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be nondiscriminatory – without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime or*



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*violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**To apply:** please send resume and cover letter to Luke Lennon, Senior Director of Leadership and School Development - [llennon@themindtrust.org](mailto:llennon@themindtrust.org).