



The Mind Trust
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450
Indianapolis, IN 46202
317.822.8102

Job Description: Director of Leadership and School Development

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 49 schools, 15 education nonprofit organizations, and has helped place more than 1,800 teachers and school leaders in Indianapolis classrooms.

About The Mind Trust

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and 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 students of color.

The Mind Trust's Talent Philosophy

At The Mind Trust, **values- and mission-aligned, high-capacity** team members **collaborate** and **innovate** to achieve transformative education outcomes. We cultivate a **diverse and inclusive culture** where team members bring their **whole selves** to work and where we demonstrate **care for one another**. We are **self-driven leaders** who operate with a high degree of **autonomy**. We invest in **development**, encouraging and expecting **continuous reflection, learning, and growth**—all driven by a strong sense of **innovation** and **curiosity**.



Position Overview

The Director of Leadership and School Development will support The Mind Trust's Senior Director of Leadership and School Development. The Director of Leadership and School Development will also be responsible for a broad range of administrative duties and will require initiative, judgment, independent decision making, and excellent interpersonal skills.

The ideal candidate has a keen attention to detail, consistent follow-through, a high bar for quality, and a strong understanding of school leadership. The Director of Leadership and School Development must be a critical thinker who demonstrates sound judgment in strategizing and prioritizing tasks.

Position Responsibilities

Fellowship Management and Execution

- Oversee recruitment and application process for the School Launch Fellowship (SLF) and Emerging Leaders Fellowship (ELF).
- Attend professional development and school visits for SLF and ELF (local, national, and international).
- Plan future development opportunities for Fellows. Including, but not limited to: professional development, coaching, school visits, and networking opportunities.
- Manage relationships with and provide feedback to Fellows in each Fellowship.
- Identify individual Fellow needs and deploy supports to meet those needs.
- Hold Fellows accountable towards leadership milestones, engaging in crucial conversations when needed.
- In concert with the Senior Director of Leadership and School Development, set the vision for each Fellowship, adjusting programming each year based on cohort and school needs.

Operations

- Manage vendor identification and contract creation.
- Manage ongoing vendor relationships to ensure contact milestones are met.
- Manage SLF and ELF budget.

Qualifications

- Deep commitment to and enthusiasm for The Mind Trust's mission and methods



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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 work independently as well as collaboratively, and thrive in a high-energy, fast-paced environment.
- Ability to build and manage relationships and influence others.
- Deep understanding of charter schools, the chartering process, and the education reform landscape.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently.
- Ability to hold adults accountable and monitor progress towards ambitious goals.
- A bachelor's degree or equivalent combination of education and/or experience required
- Advanced computer skills including Microsoft Office – Word, Excel and PowerPoint required
- Ability to work flexible schedules including some nights and weekends.

Compensation

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

The Mind Trust is an Equal Opportunity Employer.

Interested candidates should send a resume and cover letter to The Mind Trust's Senior Director of Leadership and School Development, Luke Lennon at llennon@themindtrust.org.

To learn more about The Mind Trust, visit themindtrust.org.