



The Mind Trust
Transformative education. Rooted in equity.

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

Job Description: Director, Expanding What Works

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 45 schools, 14 education nonprofit organizations, and has helped place more than 1,600 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 Expanding What Works will serve on the Expanded Impact Team and will report directly to the Vice President of Expanded Impact. The Director of Expanding What Works will be responsible for leading partnerships, technical assistance, and project management for the statewide expansion of Summer Learning Labs. The Director will collaborate with the Indy Summer Learning Lab team and other community partners to ensure academically rigorous and high-quality out-of-school time programming is available to students throughout the state. The Director of Expanding What Works will be responsible for a broad range of project management and implementation duties and will require **initiative, judgment, independent decision-making**, and excellent **interpersonal skills**.



The ideal candidate is an excellent project manager, who has keen attention to detail, excellent interpersonal skills, and a high bar for quality. The Director of Expanding What Works must be a critical thinker who demonstrates sound judgment in strategizing, managing stakeholder relationships, and prioritizing tasks.

Position Responsibilities

Partner Cultivation, Communication, and Management

- Build, cultivate, and maintain strong affirmative relationships with Anchor Partners, community sites, and other key stakeholders including schools, school districts, community organizations, colleges and universities, education nonprofits, funders, families, and elected officials.
- Provide effective, on-going communication with all Expanding What Works partners and stakeholders.

Project Management

- Create, manage, and track project plan(s) for Expanding What Works using Monday.com, Smartsheet, Google Sheets and/or other project management systems.
- Assign and complete project-related tasks within the project plan.
- Collaborate with the Operations team to track project budget and expenditures.
- Input and manage project-specific Salesforce data entry, contacts, and contracts.
- Onboard and offboard internal and external Expanding What Works project stakeholders.
- Perform other project management duties as assigned by manager.

Technical Assistance Provider

- Develop and maintain a strong understanding of the out-of-school time landscape in the state including key stakeholders, funding opportunities, and policy and regulatory considerations.
- Collaborate with the Great Schools Team to develop and refine an Expanding What Works Playbook adapted to the needs of Anchor Partners throughout the state.
- Provide individualized technical assistance to anchor partners in designing and implementing effective out-of-school time summer programming in their communities.
- Provide on-going guidance on program, content, structure, partnerships, and program evaluation to Anchor Partners.
- Provide on-site assistance as needed to Anchor partners to ensure strong program implementation and outcomes.

Qualifications

- Deep commitment to and enthusiasm for The Mind Trust's mission of ensuring that all children have an opportunity to receive an excellent education.
- Proven track record of successfully scaling or expanding programs or initiatives.
- Highly organized with demonstrated ability to balance several project-management tasks



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autonomously simultaneously.

- Ability to establish and maintain positive, collaborative relationships with stakeholders internally and externally.
- 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.
- A bachelor's degree or equivalent combination of education and/or experience required.
- Advanced computer skills including Google Drive, 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 resume and cover letter to The Mind Trust's Vice President of Expanded Impact, Porsche Chisley, at pchisley@themindtrust.org.

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