



# The Mind Trust

**Job Description:** Executive Director, Connecticut School Incubator

## ***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 41 schools, 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms. The Mind Trust is also expanding its impact by partnering with other organizations in new geographies, often in a consulting capacity.

## ***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 Executive Director, Connecticut School Incubator will lead a statewide incubator/accelerator on behalf of The Mind Trust after supporting the design and launch of the effort. The Executive Director, NSF will focus much of their time on supporting the incubation and acceleration of high-quality schools throughout Connecticut and serve as the point of contact between TMT and CT LEAD, alongside other partners.

The ideal candidate is an excellent communicator and influencer who has a strong background in charter school leadership, authorizing or other system leadership experience. Additionally, the ideal candidate will have general knowledge of the state's education landscape, education policy and reform, the charter sector, and education entrepreneurship.

### ***Position Responsibilities***

#### ***Support the design & launch of the Connecticut School Incubator***

- Serve as the lead representative of The Mind Trust in Connecticut
- Develop and implement the Connecticut charter incubator and accelerator in partnership with CT LEAD
- Develop and maintain tracking systems, recruitment & selection timelines, and accountability structures that ensure effective stewardship of resources provided through the fellowship to CMOs and individual fellows

#### ***Lead the Connecticut School Incubator, in partnership with CT LEAD***

- Serve as the ongoing primary liaison between The Mind Trust, CT LEAD and regional funders
- Learn continuously from local and national leaders in order to strengthen school incubation structures and supports school incubation pathways
- In collaboration with the VP School Incubation, update investment projections to reflect an evolving local and national landscape
- In collaboration with the VP School Incubation, update the plan for school growth by developing and maintaining deep knowledge of both Connecticut and national education landscapes
- Build and maintain meaningful relationships with key programmatic partners, local education and community stakeholders
- Allocate and manage financial resources to support each school's planning and launch
- Lead recruitment of fellows for the incubator, coordinating internal and external selection teams for fellowship and playing a key role in final decision-making
- Lead the coaching of fellows, driving TMT's incubation programming work in new state and identify programmatic partners based on fellow's unique needs

### ***Qualifications***

- Bachelor's degree required; graduate degree preferred.
- Charter network leadership, school launch or charter school authorizing experience, highly preferred in Connecticut.
- Ability to build relationships, influence, motivate, and coach others.
- Deep commitment to and enthusiasm for The Mind Trust's mission of ensuring that all children have an opportunity to receive an excellent education.
- Significant alignment and belief in The Mind Trust's core values.
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven remote environment. *Note: some in-person work is expected.*
- Highly organized with demonstrated ability to simultaneously balance several tasks.

- Ability to coordinate and execute logistics with precise attention to detail.
- 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.
- Willingness to travel as needed, including to Indianapolis, on a regular basis

### ***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 estimated salary range for this position is \$115,000 to \$140,000.

The Mind Trust is an Equal Opportunity Employer.

Interested candidates should send a resume and cover letter to The Mind Trust's Chief Strategy Officer, Kristin Grimme at [kgrimme@themindtrust.org](mailto:kgrimme@themindtrust.org).

To learn more about The Mind Trust, visit [themindtrust.org](http://themindtrust.org).