



The Mind Trust
Transformative education. Rooted in equity.

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

Job Description: Vice President, School Incubation

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 Vice President, School Incubation will lead TMT's efforts to scale its successful incubator/accelerator programs to new geographies outside of Indiana. The Vice President will focus much of their time initially on supporting the incubation and acceleration of high-quality schools throughout a new state and serve as the point of contact between TMT and a lead partner in the new state. The Vice President, alongside the Chief Strategy Officer and the Sr Vice President of Policy & Strategic Partnerships, will be responsible for identifying and cultivating other new geographies in which to grow TMT's school incubation work.



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

Position Responsibilities

Lead National Incubation & Acceleration Efforts

- Serve as TMT's expert on school incubation and acceleration outside of Indiana
- Learn continuously from local, regional and national leaders in order to strengthen school incubation structures and supports school incubation pathways
- Serve as the primary liaison between The Mind Trust and other state or local partners related to school incubation and acceleration efforts
- Serve as a key advisor to TMT's Chief Strategy Officer in developing TMT's organizational growth strategy
- Collaborate with the Leadership Development & Equity team to ensure quality & consistency across TMT's incubation efforts

Expand TMT's impact by developing new school incubation-related initiatives

- In collaboration with the SVP Policy & Strategic Partnerships, build and maintain partnerships to support the expansion of TMT school incubation efforts
- In collaboration with the SVP of Policy & Strategic Partnerships, update the plan for school growth by developing and maintaining deep knowledge of new state and national education landscape
- Facilitate new opportunities for TMT growth related to school-incubation through strategic resource sharing, communications and engagement with potential partners
- Build and maintain meaningful relationships with key programmatic partners, local education and community stakeholders
- Collaborate with the development team to write proposals to secure financial resources for school incubation-related initiatives
- Build appropriate budgets, allocating and managing financial resources, to support the design & launch of new initiatives, while contributing to TMT's financial diversity & sustainability

Manage the design, launch & ongoing implementation of non-Indiana school incubation/acceleration efforts

- In collaboration with the Chief Strategy Officer, lead a small team to develop and implement a statewide charter incubator and accelerator in a specific state
- Develop and maintain tracking systems, investment timelines, and accountability structures that ensure effective stewardship of the funds and resources provided for national school incubation efforts
- In collaboration with Leadership & Equity team, ensure recruitment of candidates for the incubator, participating on internal selection teams for fellowship and playing a key role in final decision-making



The Mind Trust
Transformative education. Rooted in equity.

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

- Lead a team to effectively launch high quality schools in secured partnerships, driving TMT's incubation programming across new states or geographies
- Identify new programmatic partners in other geographies, as necessary

Qualifications

- School incubation, school launch, charter school authorizing experience or charter network leadership highly preferred.
- 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.
- 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 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.

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