

The Mind Trust

Manager, CT Programs & School Growth

Reports To: ED – Connecticut	FLSA Status: Exempt
Salary Range: \$60,475 - \$83,563	Employment Classification: 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

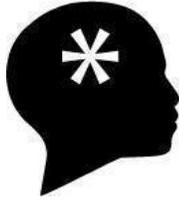
At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, the state of Indiana, and Connecticut. This includes managing student-centered 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.

YOUR IMPACT

The Manager of Connecticut Operations will support the execution of essential operational functions related to implementation of school incubation, school support, and leadership development initiatives



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across the state. This includes coordinating cohort experiences, leadership convenings, and professional development. The role also encompasses key administrative functions such as scheduling, document/tool creation and management, budget tracking, and reporting. In addition, the Manager will maintain effective communication and coordination with Fellows, school partners, stakeholders, and internal team members to ensure seamless execution of all Connecticut-based initiatives.

HOW YOU WILL SUCCEED

Track and manage budgets to ensure financial alignment across Connecticut-based programs and initiatives.

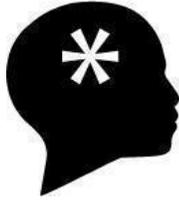
- Maintain accurate budget tracking systems to monitor expenses, reimbursements, and program investments using dashboards and platforms such as bill.com
- Coordinate with the Indianapolis-based finance and operations teams to ensure compliance with internal policies and external funding requirements.
- Maintain regular budget trackers and financial summaries to inform strategic decision-making.
- Forecast spending needs and support annual planning by providing timely and data-informed financial insights.

Manage key administrative functions to ensure efficient program execution and team operations.

- Develop, track, and manage contracts with vendors, consultants, and partners to ensure timely execution and alignment with program goals.
- Coordinate scheduling for internal and external meetings, program events, and stakeholder engagements.
- Oversee event logistics, including venue coordination, material preparation, and participant communication.
- Maintain accurate records and reporting systems to track program activities, deliverables, and impact metrics.
- Coordinate travel and calendaring for the Executive Director and Connecticut leadership team, including booking, reimbursements, and expense reporting.

Track North Star Fellow progress and maintain accurate documentation within The Mind Trust's Salesforce system.

- Monitor key milestones, deliverables, and accountability metrics for each Fellow throughout the program lifecycle.



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- Upload and organize essential documents and artifacts—such as applications, milestone achievements, and RFP related artifacts—into the Salesforce system.
- Ensure data integrity and consistency across records to support internal reporting and impact measurement.
- Collaborate with the program team to regularly update Fellow profiles and progress trackers.

Provide strategic research, data analysis, and aggregation to inform decision-making and guide Connecticut-based initiatives.

- Monitor school performance data and sector trends relevant to The Mind Trust’s work.
- Aggregate and analyze quantitative and qualitative data to surface insights and identify opportunities for strategic action.
- Develop clear, concise reports and visualizations to support internal planning and external communications.

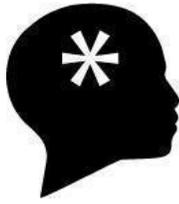
Maintain effective communication and coordination across Fellows, school partners, stakeholders, and the CT team.

- Serve as a primary point of contact for operations, scheduling, or logistics related questions.
- Facilitate information-sharing and alignment across the team to support cohesive program implementation.
- Support cross-functional collaboration through regular updates, shared planning tools, and meeting coordination.

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.
- Excellent project management skills.
- 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



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- A bachelor's degree or equivalent combination of education and/or experience required.

Additional Strengths & Qualifications

- Experience using Salesforce or equivalent CRM, data management, or data warehousing system.
- Experience with designing and executing operational processes.
- Advanced computer skills including the Google Suite and Microsoft Office – Word, Excel and PowerPoint required.
- Ability to relocate to Connecticut preferred (for non-CT based candidates).

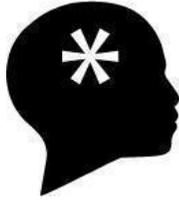
WHAT WE OFFER

At The Mind Trust, we support and prioritize the well-being 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, well-being, 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.



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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 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 a resume and cover letter to careers@themindtrust.org