



The Mind Trust

Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450

Indianapolis, IN 46202

317.822.8102

Job Description: Manager of Learning Partner Engagement

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, 15 education nonprofit organizations, and has helped place more than 1,750 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 Manager of Learning Partner Engagement will report to the Senior Director, Indiana Learns as part of the Strategy & Special Projects Team, while working closely with the Communications and Community Engagement Team. The position will be responsible for providing direct outreach and ongoing support to Indiana Learns Learning Partners including the recruitment of new learning partners, supporting prospective partners through the learning partner application process, and the coordination of monthly learning partner review committee meetings. The person will exercise independent decision making and excellent interpersonal skills.

The ideal candidate is an excellent project and task manager, has keen attention to detail, outstanding organizational skills, and a high bar for quality. The Manager of Learning Partner Engagement must be a critical thinker who demonstrates sound judgment in engaging with an audience in addition to strategizing and prioritizing tasks.

Position Responsibilities

- Serve on a cross-functional, collaborative team to execute a comprehensive and detailed project plan for the initiative.
- Execute all activities related to cultivation, onboarding, and maintenance of critical stakeholders relationships including school and community based learning partners.
 - Recruit prospective learning partners as needed
 - Manage learning partner application process with statewide review committee
 - Support establishment of learning partner services and schedules in the Indiana Learns Student Portal
- Develop and manage systems to maintain and improve learning partner engagement including but not limited to:
 - Regular data reports
 - Communications
 - Ongoing incentive programming
- Maintain necessary records related to the initiative.
- Work with the Manager of Communications to develop and execute communication strategies that inform stakeholders of ongoing program developments.
- Serve as primary point of contact for Indiana Learns Learning Partners
- Complete other duties as assigned.

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.
- Significant alignment and belief in The Mind Trust's core values.
- Highly organized with demonstrated ability to simultaneously balance several tasks.
- 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.
- 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
- Ability to travel as necessary

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 State Program, Seana Murphy at smurphy@themindtrust.org.

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