



The Mind Trust
Transformative education. Rooted in equity.

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

Job Description: Manager of Operations, Summer Learning Labs

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 Manager of Operations, Summer Learning Labs will serve on the Finance and Operations team and will report directly to Corrie Lapp, Senior Vice President of Finance. The Manager of Operations, Summer Learning Labs will be responsible for operations, technical assistance, and project management for the sustainability and the statewide expansion of Indy Summer Learning Labs (ISLL). The Manager will collaborate with the Summer Learning Labs team, the Expanded Impact team, and other community partners to ensure the successful implementation of the Summer Learning Labs. The Manager will be responsible for a broad range of project management and operational duties and will require **initiative, judgment, and independent decision-making skills**.



The ideal candidate is an excellent project manager who has keen attention to detail and a high bar for quality. The Manager of Operations, Summer Learning Labs must be a critical thinker who demonstrates sound judgment in strategizing, managing stakeholder relationships, and prioritizing tasks.

Position Responsibilities

Operations

- Manage site reimbursements for the program, including collecting, reviewing, and approving expense documentation.
- Process approved site reimbursements for payment through The Mind Trust's bill.com system.
- Assist with the set-up of all sites in The Mind Trust's bill.com system.
- Manage all financial and operational reporting to the Indiana Department of Education and other program funders.
- Provide administrative support for Abacus expense management system for the Summer Learning Labs team.
- Assist with the logistics, planning and implementation of informational webinars.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications for the Expanded Impact team and Summer Learning Labs team.
- Assist with coordinating onboarding for new learning sites and new teachers.
- Welcome visitors to the building and guide them to designated meetings.
- Manage supply ordering for learning sites and anchor partners.
- Visit Summer Learning Lab sites in Indianapolis on an as needed basis.
- Other duties as assigned.

Project Management

- Complete project-related tasks within the Expanding What Works project plan and ISLL project plan.
- Collaborate with Expanded Impact and Summer Learning Labs teams to track project budgets and expenditures.
- Perform other project management duties as assigned by the manager.
- Other duties as assigned.

Technical Assistance Provider

- Provide budgeting guidance and support to Summer Learning Lab sites and anchor partners as needed.
- Collaborate with the Summer Learning Labs team and Expanded Impact team to develop and refine an Expanding What Works Playbook adapted to the needs of Anchor Partners throughout the state.
- Work with team members from The Mind Trust, learning sites, and anchor partners to provide training on accounting and finance processes, including but not limited to: Bill.com payment system, employee reimbursements, and invoice requests.
- Other duties as assigned.



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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 managing a complex budget.
- Highly organized with demonstrated ability to balance several project-management tasks autonomously and simultaneously.
- Ability to problem solve and pivot as needed.
- 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.
- Ability to drive to local Summer Learning Lab sites as needed.

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 Corrie Lapp at clapp@themindtrust.org.

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