



## **Job Description: Project and School Support Manager**

### **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 and 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms. More information can be found at [themindtrust.org](http://themindtrust.org).

### **About Working at The Mind Trust**

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes and equity. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be anti racist in all its programming, policies, and procedures.

### **Position Overview**

The **Project and School Support Manager** reports to the Senior Vice President of Schools and will support the talent and incubation work as well as other key initiatives of the Great Schools Team. The primary role of the **Project and School Support Manager** will involve offering support in the management of the school fellowship as well as overseeing the contractual agreements aligned to school support. This role requires a level of project management across the various sectors of the Great Schools Team in order to successfully track funding initiatives and contract fulfillment.

To be successful, the **Project and School Support Manager** must: be an independent, self-motivated strategic and operational thinker; demonstrate strong written and verbal communication skills; possess exceptional attention to detail and a high bar for quality; be able to organize, prioritize, and direct a large volume of projects and tasks; seek solutions as an active problem solver; and eagerly partner with all colleagues to collaboratively extend The Mind Trust's impact.

### **Position Responsibilities**

- Support in the technical processes and systems of the school incubation fellowship and school support
- Coordinate and schedule all meetings/ events involving the Senior Vice President
- Provide as-needed assistance to The Mind Trust fellows and the Great Schools Team to help reach accountability goals



# The Mind Trust

Transformative education. Rooted in equity.

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- Compile and analyze program outcomes through Salesforce and other applicable platforms
- Create and maintain a library of school support initiatives for use by current team members and TMT staff.
- Work in collaboration with the members of the Great Schools team that manage the budgets of school support and incubation.
- Participate in school visits to identify needs as it relates to resources and potential funding opportunities
- Support in the research and identification of high-quality education providers that support existing schools and incubation.
- Support in the facilitation of logistics for incubation and school support events with an emphasis on high quality planning and execution.
- Collaborate cross functionally with other teams as it pertains to DEI and Culture Committees.
- Attend and create overviews of IPS and Indiana State School Board Meetings
- Other duties as assigned by the Senior Vice President of Schools and/or in partnership with the Great Schools Team members.

## Qualifications

- Bachelor's degree
- Minimum of 3 years of experience in organizational project management
- Commitment to and enthusiasm for The Mind Trust's mission and Core Values.
- Sharp attention to detail and strong organizational skills.
- Strong interpersonal skills to facilitate relationships with visitors/ guests and others outside the organization.
- Willingness to take initiative and pitch in as needed on any and all tasks.
- Excellent team player and enthusiasm for working in a collaborative environment.

## Compensation

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental, and vision insurance, a 403b retirement plan, and paid time off. The Mind Trust is an Equal Opportunity Employer.

## To Apply

Submit cover letter and resume to:

Kelli Marshall, Senior Vice President of Schools, Email: [kmarshall@themindtrust.org](mailto:kmarshall@themindtrust.org)