



Deputy Director/Director, Alumni Services

THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS

BACKGROUND

The mission of The Broad Center for the Management of School Systems is to raise student achievement by recruiting, training and supporting executive leadership talent from across America to become the next generation of urban school district leaders. The Center identifies talented leaders from education, business, the military, nonprofit organizations and government who have the passion, knowledge and skills to take on executive leadership roles in urban education. The Broad Center operates two primary leadership development programs: The Broad Superintendents Academy and The Broad Residency in Urban Education.

The Broad Center is funded by The Broad Foundation (www.broadfoundation.org), an education grant-making organization founded by Eli and Edythe Broad in 1999. More information on The Broad Center and its programs can be found at www.broadcenter.org.

Created in 2002, **The Broad Superintendents Academy** is a rigorous, ten-month executive training program designed to prepare the next generation of public school superintendents. The nine classes of Broad Academy Fellows to date have included leaders from business, education, government, the military and nonprofit organizations. Participants in the program retain their full-time employment status and attend the Academy for six extended weekend sessions. The residential learning session faculty is composed of leading education practitioners. Between sessions, participants are expected to undertake a series of rigorous individual skill-building activities and performance projects to build their leadership portfolios.

Created in 2003, **The Broad Residency** is an intensive two-year management development program offered to talented early- and mid-career professionals from the private and non-profit sectors. The purpose of the program is to provide an entry point for developing leaders who are not currently working in public education to train and prepare for senior positions in urban school systems throughout the country. Residents are placed directly in a large urban school district working for the Superintendent or one of his or her cabinet-level administrators. Over the course of the two years, Residents meet together for eight professional development sessions for rigorous study and skill-building activities. When the program ends, Residents are well prepared to assume leadership posts in public school systems.

POSITION SUMMARY

The **Deputy Director/Director, Alumni Services** will be responsible for coordinating alumni services for graduates of The Broad Superintendents Academy and The Broad Residency programs, with a primary focus on graduates of The Broad Residency. He or she will report to the Executive Director of The Broad Center. This position is based in Los Angeles, CA and will require travel.

DUTIES AND RESPONSIBILITIES

- Manage the delivery of services to alumni working in director-level and cabinet-level roles in urban school districts, charter management organizations, and other K-12 educational organizations.
- Manage independent contractors to provide services and assist in the identification of potential qualified service providers.
- Build and maintain strong relationships with alumni to strengthen the network and assess needs.
- Manage annual reunion event for alumni of The Broad Residency; assist with reunion events for alumni of The Broad Superintendents Academy.
- Manage 2-4 events per year that bring together alumni working in specific functional areas (i.e. human resources, performance management).
- Manage multiple events per year that bring together alumni working in specific geographic regions (i.e. New York City, Washington, DC, Los Angeles, San Francisco Bay Area).
- Provide career guidance and job placement assistance to alumni of The Broad Residency.
- Work with staff at The Broad Center to develop and maintain effective knowledge management systems for alumni services materials.
- Manage online community of alumni.
- Other duties as necessary to ensure program success.

DESIRED QUALIFICATIONS

- Eight or more years of professional work experience, ideally including experience in the central office of a large urban school district or charter management organization.
- Undergraduate degree required; graduate degree highly preferred.
- Experience managing consultants and/or vendors.
- Experience in coaching or mentoring adults.
- Effective project management skills, attention to detail, and demonstrated ability to complete projects.
- Ability to execute on a number of diverse projects simultaneously; comfort with taking initiative and making progress amidst competing priorities.
- Ability to build relationships with a broad network of professionals in urban education.
- Superb verbal and written communication skills.
- Familiarity with and passion for K-12 education.
- Willingness to travel.

SALARY AND BENEFITS

Salary is commensurate with skills and experience. Excellent benefits including health, dental and retirement provisions.

TO APPLY

To apply, please a letter of interest and resume to Jelena Dobic at tbcjobs@broadcenter.org. In addition to meeting the desired qualifications listed above, employment is contingent on a satisfactory writing sample, oral presentation, and background check.

The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.