



Manager, Knowledge Management and Technology Systems **THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS**

BACKGROUND

The mission of The Broad Center for the Management of School Systems (www.broadcenter.org) 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 a flagship initiative of and fully funded by The Broad Foundation (www.broadfoundation.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.

Building and maintaining a strong network of TBC-trained leaders from both programs exponentially increases the already significant impact of our individual alumni. By building connections among network members, facilitating the exchange of information and best practices, and galvanizing the political power of the TBC network, we can accelerate the diffusion of innovation, mobilize people for policy change, and ultimately achieve The Broad Center's goal of raising achievement for *all* students.

POSITION SUMMARY

The **Manager, Knowledge Management and Technology Systems** will be responsible for managing all technology and knowledge management systems for The Broad Center. He or she will report to the Executive Director of The Broad Center. This position is full-time and is based in Los Angeles, CA. This position will require limited travel to the Center's satellite office in Oakland, CA.

DUTIES AND RESPONSIBILITIES

- Develop short- and long-term technology strategy for The Broad Center and its programs
- Manage all adoptions of new technology and software, including:
 - Research and recommendation of new systems and cloud-based and installed software

- Manage technical implementation and integration with existing systems
- Train staff
- Maximize usage and utility through ongoing support, development and training
- Develop and manage knowledge management systems
 - Internal – for 20+ staff in multiple locations
 - External – for 300+ participants and alumni
- Provide professional development and training on technology and software applications to staff
- Serve as liaison between the Center staff and internal and external technology support teams
- Other duties as necessary to ensure organizational success

DESIRED QUALIFICATIONS

- Eight or more years of professional experience (applicable experience includes knowledge management system development, software/technology integration, IT project management)
- In-depth understanding of software/technology integration and knowledge management system design and implementation, including cloud-computing solutions
- Understanding of standard technology hardware and systems i.e. (routers, firewalls, servers, remote servers, web integration)
- Ability to understand business needs and translate them into technology solutions
- Experience with Salesforce highly preferred
- Experience managing temporary employees, consultants, and vendors
- Effective project management skills and attention to detail
- Ability to execute on a number of diverse projects simultaneously; comfort with taking initiative and making progress amidst competing priorities
- Superb verbal and written communications skills
- Excellent motivational and training skills
- Familiarity with and passion for improving K-12 education
- Undergraduate degree required, preferably in Computer Science, Library Sciences or related field; graduate degree preferred
- Ability and willingness to travel to the Center's satellite office in Oakland, CA

SALARY AND BENEFITS

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

TO APPLY

To apply, please send a resume and cover letter outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to Missy Longshore at mlongshore@broadcenter.org.

Applications will be reviewed on a rolling basis. You will receive an acknowledgement of your email. We will only make additional contact with applicants chosen for further consideration.

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.