



Position Announcement Director of Leadership Development

The Southern Education Foundation (SEF), located in Atlanta, GA, seeks outstanding candidates to fill a Director of Leadership Development position. This position is dedicated to the advancement of a comprehensive, proactive leadership development strategy that furthers the mission and goals of SEF to advance creative solutions to ensure equity and excellence in education for low-income students and students of color in the south. The Director will use knowledge of leadership best practices, pedagogy, racial equity, DEI, and data analysis to create content for and facilitate leadership development workshops and professional learning offerings. This individual will lead the development of the SEF's current fellowships, as well as be the thought-leaders on expansion opportunities. Also, the Director will provide leadership and support, through supervision, project and budget management, and engagement with partners, practitioners, and other education stakeholders. To be successful, this individual must be a team player and a proactive manager of processes and people with stellar interpersonal skills.

This position reports to the Chief Operating Officer and is the point of contact for SEF's Leadership Development strategy.

Candidates interested in this position should possess a robust understanding of racial equity, public education, education equity, and education policies and practices across the P-20 continuum and working to ensure that education is the vehicle by which all students get fair chances to develop their talents and contribute to the common good.

For more than 150 years SEF has made outsized contributions to improving education at all levels, from pre-kindergarten through higher education. SEF works to improve equity, excellence, and opportunity in education nationally. Research, policy analysis, advocacy, and programs are the primary means through which SEF pursues its mission.

A bachelor's degree is required. Master's degree is preferred. Candidates should: be able to organize and prioritize workload to effectively complete multiple assignments; have experience in designing programs with developing professional communities leveraging multiple approaches (e.g., virtual, cohort-based, networked, etc.); effectively communicate and embody the value, belief, purpose and mission of the organization; have experience working both independently and in cooperation with other staff members while displaying a positive, cooperative attitude; and exhibit sensitivity to and respect for differences in personal, professional and business relationships on behalf of the Foundation.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Development and ownership of leadership development offerings, including curriculum, scope and sequence of the program, and programmatic outcomes.
2. Amplify leadership development efforts and strategic programming of SEF through partnerships with national nonprofits, local education agencies, philanthropic organizations, universities, press, think tanks, and community partners.
3. Provide leadership, strategic direction and financial oversight of the leadership grants and funds.
4. Manage and coordinate all related program logistics for fellowships.
5. Design interactive curriculum that addresses the integrated foci of our Leadership Development strategy.
6. Organize and facilitates meetings with fellowship participants, Leadership Development team, Design Team members, external partners, and/or key program stakeholders.
7. Recruit, manage and retain a cadre of high-quality prospective fellows in support of the leadership development curriculum.
8. Develop in partnership with Communications Director and manage all leadership development marketing and communications efforts, especially with an eye for recruitment of fellowship participants.
9. Build relationships with education equity and social justice experts, faculty and national thought leaders to develop and enhance SEF's leadership development programming and agenda.
10. Establish and maintain relationships with key contacts, program participants and partners.
11. Prepare oral and written summaries on projects, including the development of progress reports, presentations, briefs, and background or research papers.
12. Curate relevant resources, documents and materials to be accessible to participants and faculty.
13. Work collaboratively with the program team to develop tools and resources that will help to refine and enhance the SEF's leadership development curriculum and programs, and support SEF's other strategy areas.
14. Devise a sustainability plan, including identifying additional resources and evaluation.
15. Additional duties as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree is required; a master's degree is preferred in education or a related field
- At least 5 years of relevant work experience in designing and implementing professional learning engagements or fellowship programs
- Organizational, project, and priority management skills for planning, executing, and following up on issues, tasks, and daily responsibilities to meet established deadlines in a changing, highly collaborative environment
- Possess a keen understanding of (and demonstrated experience with) the impact drivers of racial inequity, as well as the interplay of identities, biases, assumptions, power and privilege, and educational opportunity.
- Deep commitment to educational equity and high achievement for all students, particularly for students of color and students from low-income families
- Exceptional written, oral, and electronic communication skills, able to reach diverse external audiences are essential
- Proven ability to work with colleagues and partners across multiple departments in a collaborative and cooperative spirit

- Experience in developing and maintaining relationships with staff, key partners and grantees
- Demonstrates ability to establish project outcomes, goals, and expectations, and achieve results
- Ability to work independently and as part of a team
- Demonstrated capacity to translate ideas into action
- Sense of humor and the ability to exhibit grace under pressure
- Strong attention to detail
- Comfort with ambiguity
- Intermediate knowledge of Microsoft Office products and MS Outlook.
- Ability to travel (when permitted under CDC and expert guidance)

Compensation is \$110,000 - \$120,000 with a competitive benefits package.

This is an Atlanta based position, currently SEF is working remotely with limited office attendance in accordance with the CDC and other health guidance.

Interested candidates should submit: 1) a letter of interest; 2) a current resume; 3) names and contact information of three references to (hr@southerneducation.org) with Director, Leadership Development in the subject line of the email.

Applications will be accepted until the position is filled.

The Southern Education Foundation is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.