



Position Announcement Program Manager

The Southern Education Foundation (SEF), located in Atlanta, GA seeks outstanding candidates to fill a Program Manager position to oversee and execute a multi-district pilot of math tutoring projects that uses outcomes-based contracts as the basis of the contracting arrangement between math tutoring providers and participating school districts. The Program Manager will be responsible for executing all elements of the project, including managing relationships with districts, collecting relevant data, ensuring a series of tools and communications resources are developed and disseminated, and reporting to funders. The Program Manager will have a keen understanding of K-12 district environments alongside an entrepreneurial and can-do flair for getting things done. They will work collaboratively with the Program Director to promote and support an organizational culture that pursues improving student outcomes with evidence and passion.

The Program Manager will oversee all day-to-day operations of the Outcomes Based Contracting (OBC) Math Tutoring Pilot, ensuring the project meets all deliverables, is on-time, and within budget. They will support participating districts to problem-solve on the ground and glean information across districts both to share lessons learned and to identify ways to strengthen the pilot over time. They will seek ways to bolster capacity for and understanding of outcomes-based contracting in K-12 broadly. They will work collaboratively across the organization with Program and Communications staff at all levels, as well as directly with partner districts and math tutoring providers.

This position reports to the OBC Math Tutoring Pilot Program Director.

Candidates interested in this position should have working knowledge of and passionate commitment to improving educational opportunity, particularly for K-12 students experiencing poverty. The right candidate is committed to the belief 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; a master's is preferred.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Develop project management structure, ensuring visibility to team members to status and progress of project elements
2. Track progress against outcomes and goals of project, helping to ensure we have time, capacity, and adequate planning time to ensure we are able to achieve project goals on time and within budget

3. Schedule all virtual and in-person events
4. Launch, manage web-based hub of resources, updates, and other information about the pilot and about OBC
5. Represent the OBC project in other networks of education advocates (Chiefs for Change, tutoring networks, research networks, etc.)
6. Manage reporting to funders; drafting updates and ensuring SEF Chief of Staff, CEO and Program Director provide input
7. Build library of OBC resources to be housed on web hub and disseminated through other networks
8. Coordinate and oversee vendors on this project, including technical assistance providers and communications consultants.

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills, cultivating trusting relationships with district partners and tutoring providers and maintaining close contact with funders. The Program Manager will be helping shape a collaborative approach to problem-solving between districts and providers. This takes a deft hand; creative approaches; and a respectful, risk-taking posture.
2. This pilot will have lots of moving parts. The Program Manager needs to have a vision for how complex projects come together, comfort in managing complex projects, and flexibility when things do not go as planned.
3. Keen ability to organize and prioritize workload
4. Extremely strong skills in Google Docs and/or Word; Google slides and/or Powerpoint; Google sheets and/or Excel
5. Ideally, this Program Manager sees opportunities for expansion (to more districts) and for showcasing the work (representing the pilot in conferences, helping people write about it, identifying opportunities for education media to write about it).
6. Strong working knowledge of K-12 school systems, including how districts make decisions about programs and the kind of data collected to understand program success. It would be wonderful for this Program Manager to have reasonably good knowledge about district purchasing processes.
7. Depth or willingness to quickly develop depth in outcomes-based contracting and pay-for-success work (primarily in the public sector)
8. Minimum of a Bachelor's degree, a Master's degree is preferred

Compensation is \$60,000-\$75,000 with a competitive benefits package.

This is a grant-funded position with funding in place for one year. Extending the position will depend on additional fundraising.

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 Program Manager in the subject line of the email.

Applications will be accepted until 10/31/2021