



## Chief of Staff and Impact

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### About Us

Our nation's education system is leaving millions of students—including an overwhelming number of students of color and low-income students—unprepared for college, career, and life. While research shows that classroom teachers are the single most important in-school factor in improving student achievement, their diverse voices are consistently left out of education policy decisions. For far too long, teachers have been treated as subjects of change rather than as agents of change.

Founded by public school teachers, Educators for Excellence (E4E) is a growing movement of 35,000 educators, united around a [common set of values and principles](#) for improving student learning and elevating the teaching profession. We work together to identify issues that impact our schools, create solutions to these challenges, and advocate for policies and programs that give all students access to a quality education.

### What We Do

Our Theory of Change is grounded in two long-term goals that are inextricably linked: better outcomes for our students and the elevation of the quality and prestige of the teaching profession. We achieve these goals by changing policy at the district, state, and federal levels and transforming our teachers' union to be more student-focused, democratic, diverse, and anti-racist. United around our Declaration of Teachers' Principles and Beliefs, we are building a powerful movement to lead this change by:

- **Organizing** educators who share a common vision of equity and excellence in schools,
- **Training and supporting** teacher leadership, and
- **Advocating** for teacher-led recommendations at all levels of government, within teachers' unions, and in the public conversation around education.

E4E envisions an equitable and excellent education system that provides all students the opportunity to succeed and elevates the teaching profession.

### The Opportunity

E4E organizes student focused, anti-racist educators, builds their leadership capabilities and collective power through issue-based advocacy campaigns, and supports them to take on positions of leadership in their schools, districts, and most importantly, in their unions. Through E4E, tens of thousands of educators have signed on to a common vision for elevating the teaching profession and improving student outcomes; thousands of teacher members have successfully advocated for and won equity and excellence focused policy changes in their local communities; and hundreds have trained for and taken on positions of elected and appointed leadership in their schools, districts, and unions.

E4E must build on this momentum while pivoting to meet the moment of dramatic crisis facing our students and teachers. We will be guided by the urgent goal of shaping policy solutions to help students, particularly low-income students and students of color, recover from a year of interrupted and unfinished learning, health and social emotional crises, and unrelenting racial trauma. We will do this by organizing and uplifting the collective voices of progressive, anti-racist educators—who have also faced significant personal and professional challenges. Recognizing that our work is more urgent and important than ever, we are making strategic investments in our leadership team, infrastructure, and program model to further accelerate our efficacy and impact.

E4E remains committed to our [Theory of Change](#) and focus on building power to transform teachers' unions. Holding significant power and influence at every level of education decision making, unions must be a driving force for social and racial justice. It is essential that teachers' unions rise to dual challenges of radically improving the education system for our students, particularly those who have been impacted by inequitable

opportunities, while also elevating the teaching profession and better reflecting the diverse views and interests of their educator members. E4E works to create a more student-focused, anti-racist, democratic teachers' union that exists as a powerful lever for progress.

Educators for Excellence seeks a **Chief of Staff and Impact (COS)** to provide cross-functional leadership, management, and executive counsel to support the next phase of E4E's organizational evolution. This position is the perfect opportunity for an enterprise leader to drive systemic change in education across the country, including our nation's three largest school districts, and to leverage your skill in project and people management, internal communications, and strategic planning. It requires exceptional cultural leadership and deep embodiment of our core values. Reporting directly to the Co-CEOs, and as a member of the senior leadership team, the Chief of Staff and Impact will collaborate to provide vision, direction, and leadership to support the entire national organization's short-term and long-term goals.

With chapters currently operating in Los Angeles, New York, Connecticut, Chicago, Boston, and Minnesota, our organizing culture is grounded in our passion for impacting educational systems and revolves around an innovative, roll-up-your-sleeves spirit backed by a shared commitment to continuous professional growth.

## Scope: What is the nature of the role?

The Chief of Staff and Impact will serve as a key member of the organization's Executive Team, and as such enjoy a level of access to and partnership with the Co-CEO that extends both parties' capacity and allows each to "level up" to the highest and best application of their talents.

Key responsibilities for the new Chief of Staff and Impact will include:

### **Strategic Long-Term Planning, Vision Setting and Execution**

- Manage the annual impact planning process by setting high level vision, creating structures, and monitoring execution of team leaders to develop comprehensive, high quality long-term local and national impact plans with their teams.
- Ensure that impact plans for chapters and national work streams are developed in tandem, align and leverage each other in meeting the organization's goals and driving towards E4E's mission.
- Create dashboards and monitor progress, devising strategies to hold chapters and national work streams accountable to goals
- Work with the Co-CEOs to set the vision, timeline, and project plan for the next organizational strategic plan, which will chart E4E's org-wide priorities and plan for the next 3-5 years

### **Internal Communications and Systems Building**

- Ensure clear, transparent, frequent internal communication across the entire organization, adjusting current internal communications systems so that local chapters and national teams streamline the sharing of information, best practices and processes, and all team members have the most up-to date information and feel connected to the larger team and mission.
- Plan and execute events and meetings that bring together team members across the organization to share information including, but not limited to, monthly Town Hall meetings, step-backs, retreats, team gatherings, etc., collaborating closely with other members of the OCC and Senior Leadership Team to devise content and facilitate

### **Leadership Team Collaboration and Communication**

- Assess E4E's progress and performance (internally and externally) on a consistent basis and ensure that the Senior Leadership Team prioritizes its time and discussion on the most critical needs that drive the organization to achieve its short and long-term goals
- Manage the cadence, agendas, and follow up actions from multiple leadership bodies, including the Senior Leadership Team and Budget Committee, ensuring time in meetings is focused and outcomes-oriented

- Develop and manage day-to-day communications for leadership bodies, ensuring quick and effective exchanges of information and breaking down siloing across streams and projects

#### **Day-to-Day Management of the Office of the Co-CEOs (OCC)**

- Gather information and provide counsel to assist the Co-CEOs in setting their key priorities and optimizing their time and energy to drive towards the greatest impact
- Directly manage two direct reports in the OCC (a Project Manager and an Executive Assistant) to achieve their performance and professional development goals
- Act as a gatekeeper and traffic director to ensure the Co-CEO's involvement in projects is appropriate and at the right time
- Serve as a confidante and trusted advisor to the Co-CEOs, providing a listening ear, acting as a sounding board, and showing exceptional discretion for confidential information
- Build relationships across the organization, serving as a trusted ambassador of OCC and acting as a two-way communicator
- Manage the planning and execution of quarterly meetings with the Board of Directors, ensuring time is well spent and objectives are achieved

#### **Chapter Management**

- Directly manage State Directors in Boston and Connecticut, providing coaching, accountability, and mentorship to enable these leaders to achieve their performance and professional development goals, as well as their ability to lead their teams to achieve local impact goals (which include campaign wins, fundraising and budget targets, staff retention and satisfaction targets, and organizing power-building metrics)
- Liaise between these chapters and the Senior Leadership Team to ensure two-way communication

#### **Special Projects**

- Identify emerging organizational strengths, weaknesses, opportunities, and threats that require attention and propose potential solutions
- Oversee large, complex national projects/initiatives that impact multiple work streams to ensure effectiveness, buy-in, timeliness, and alignment with other organizational priorities

## **Qualifications and Requirements:**

**Experience:** 10+ years of professional experience, including experience in at least one of the following:

- executive leadership
- project management
- strategic planning

#### **Technical Skills:**

- Familiarity with G-Suite and Slack required
- Familiarity with K-12 Education preferred
- Familiarity with grassroots organizing preferred

**Transportation:** Some travel required to chapter locations when offices re-open (approximately 25%). If remote, more frequent travel to New York City will be required.

## **Location**

E4E chapter locations preferred (New York, NY; Los Angeles, CA; Chicago, IL; St. Paul, MN; Boston, MA; New Haven, CT) but remote applicants should feel free to apply. Approximately 20% travel expected.

## **Benefits & Applying**

Educators for Excellence provides a comprehensive and highly competitive benefits package for all full-time team members. Our benefits extend beyond health care coverage to help provide team members with a work-life balance that includes childcare, wellness initiatives, professional development, retirement savings, and

more! See more information about our benefits [here](#).

**To apply**, please send a cover letter and resume to [leslie@promise54.org](mailto:leslie@promise54.org). Applications will be considered on a rolling basis.

Educators for Excellence is an equal opportunity employer. We predominantly partner with low-income communities of color. Therefore, though race and other identity markers are never used to make final hiring decisions, we place a particular focus on recruiting staff members who share the backgrounds of the communities we serve.