
MANAGER, PROGRAM & INVESTMENTS

The Chicago Public Education Fund (The Fund) was founded in 2000 by civic, business and philanthropic leaders who believed that “better schools are everyone’s business.” This has never been truer than it is today. Fund grants – more than \$50 million to date – have a measurable, positive impact in schools and improve outcomes for students. The Fund remains committed to making Chicago the first city in the nation with world-class public schools for all. We currently work toward this vision by supporting programs, initiatives and organizations that train, support and retain outstanding principals citywide. We value collaboration, equity, excellence, innovation, integrity, and leadership. Please visit www.thefundchicago.org to learn more.

We are currently seeking two Managers to drive our strategy to develop and retain principals across Chicago’s public schools. These entrepreneurial individuals will collaborate with a small, cross-functional team to flawlessly execute best-in-class programs and initiatives that engage more than 300 principals every year and contribute to The Fund’s top line goal of improving school quality through principal leadership.

ROLE AND RESPONSIBILITIES

The Manager will report to the Director, Program & Investments. Each will be responsible for working with a cross-functional team to develop and implement The Fund’s strategy for supporting or retaining principals.

The ideal candidates will have:

- Evidence of a strong work ethic and a detail-oriented approach to project management;
- Examples of exceptional written and oral communication skills across a diverse set of audiences;
- A history of reasoned judgment and positive energy, including in high-stress situations;
- A track record of successful project *and* people management (in professional or personal contexts);
- A commitment to public education, and an interest in education policy; and
- Prior experience working in or with public schools in Chicago.

Responsibilities for the Manager include, but are not limited to:

Portfolio Management

- Manage a portfolio of Chicago public school principals and leverage a horizontal team to set, design and execute a strategy to ensure that principals are improving and remaining in role.
- Horizontally manage a cross-functional team tasked with executing The Fund’s vision and strategy to ensure that Chicago’s public school principals are annually improving and remaining in role.
- Serve as the primary liaison for The Fund’s direct-to-principal programming:
 - Drive annual recruitment and outreach cycle(s) for all programs
 - Flawlessly develop and execute on program project plans, logistics and events
 - Develop and track program-related budget and expenses
 - Oversee internal and external communications related to the program
 - Track and analyze key program data to make near and long-term recommendations to The Fund’s team and Board of Directors
- Oversee The Fund’s investment process for a specific portfolio, including due diligence around prospective investments, stewardship of existing investments and analyzing and reporting investment impact for multiple stakeholders, including The Fund’s Board of Directors
- Drive the creation of relevant reports, presentations and materials to share The Fund’s perspective on sustainable approaches for principal quality in Chicago to share with internal and external audiences

Partnerships and Communication

- Support the Director and Vice-President in managing stakeholders and partners toward meeting a set of collective goals and objectives for The Fund's support or retention strategies
- Proactively prepare communications, updates and recommendations for stakeholders including The Fund's Board of Directors, Chicago Public Schools, the funding community and other partners focused on principal support and quality
- Manage partnerships with external vendors and partners, including but not limited to, helping to identify new partners, setting and ensuring delivery of service benchmarks, and ensuring contract fulfillment
- Establish and manage strong relationships with principals, educators, and other non-profits to inform The Fund's long-term vision and strategies to ensure principal quality

General Responsibilities

- Serve on two key teams:
 - As a *member* of a 5-person Program & Investments team that drives The Fund's comprehensive plan to ensure that Chicago attracts, develops and retains top principals; and
 - As the *lead* of a 4-person horizontal team that drives The Fund's specific strategy around supporting or retaining principals in their roles
- Add value to organizational activities such as strategic planning, document production, recruiting, and other duties as assigned
- Represent The Fund at external events and exhibit The Fund's core values of collaboration, equity, excellence, innovation, integrity, and leadership

CANDIDATE QUALIFICATIONS

The Fund is seeking a highly-motivated professional with 3+ years of experience. Successful candidates will have:

Prior Experience:

- Experience developing and refining a data-informed program strategy and managing projects to execute on and achieve results
- Event planning and/or outreach & recruitment experience
- Experience working in public education in Chicago preferred
- Management experience preferred, but not required
- Bachelor's degree (or equivalent experience) required

Skills and abilities:

- Strong verbal and written presentation and communication skills, particularly with diverse audiences
- Highly proficient in Microsoft Office – particularly Excel and PowerPoint
- Ability to develop and cultivate relationships and networks in order to achieve results
- Ability to manage self, manage workload effectively, be flexible and adaptive, and follow through on execution
- Ability to think through and manage many details, often on tight timelines
- Outstanding organizational skills

COMPENSATION

Salary and benefits are highly competitive.

TO APPLY

Please email a resume and cover letter that outline how your skills and experience meet the qualifications of the position. In your cover letter, please also indicate how you heard about this opportunity. All materials should be sent to careers@thefundchicago.org. The deadline for applying to this position is Friday, June 29, 2018.

We regret that we will not be able to respond to phone inquiries about this position.

The Chicago Public Education Fund is an equal opportunity employer. The Fund evaluates applicants for employment on

the basis of qualifications, merit and work-related criteria without regard to race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, childbirth, medical condition, marital status or any other characteristic protected by law. The Fund employs and values a diverse work environment.