



National Alliance for Partnerships in Equity Education Foundation

RECRUITMENT ANNOUNCEMENT

Title: Director of Special Projects

Organizational Profile

The National Alliance for Partnerships in Equity Education Foundation (the Foundation) is a 501(c)3 nonprofit organization that was created in 2002 to support the needs of the membership of the National Alliance for Partnerships in Equity (NAPE). NAPE is a membership-based consortium of state and local education and workforce development agencies, corporations, and national organizations. NAPE's and the Foundation's shared mission is to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity. This mission is met by collaborating with stakeholders in education, particularly in career and technical education and workforce development, to build the capacity of teachers, administrators, parents, and employers through its four lines of business: professional development, technical assistance, research, and public policy.

Position Description

The Foundation seeks a full-time Director of Special Projects to grow, plan, direct, implement, and evaluate special projects across the professional development, technical assistance, and research lines of business. This position includes grant and contract development and program development and implementation.

Position Goals

The Director of Special Projects will be responsible for the following goals:

1. Expand the organization's capacity to provide high-quality technical assistance to educators and workforce development professionals focused on the mission through the implementation of grants and contracts.
2. Expand the organization's capacity to partner with institutions of higher education and national nonprofits conducting education and workforce development research focused on the mission.
3. In collaboration with the Director of Professional Development, expand the Foundation's capacity to provide high-quality professional development to educators, counselors, and administrators through the development of special projects.
4. Increase participation of NAPE members in the Foundation's sponsored technical assistance and professional development offerings through grants and contracted services.
5. Increase the number of staff and/or consultants able to provide technical assistance in education and workforce development programs and policies and collaborate with the Director of Professional Development to expand those trained in the Foundation's professional development curriculum.
6. Increase program revenue through the expansion of grants and contracts through the creation of special projects.

7. Increase the diversity of professional development, technical assistance, and research programs, content, and methods of delivery to meet the needs of NAPE members and constituents.

Duties and Responsibilities

- Develop and manage the Foundation's technical assistance and research projects.
- Represent the Foundation's programs and point of view with agencies, organizations, and the general public at the state and local levels.
- Establish sound working relationships and cooperative arrangements with content experts and stakeholder groups for program success.
- Collaborate and coordinate with the Foundation's staff and board and with NAPE's executive committee, members, and constituents.
- Develop grant proposals, negotiate contracts, manage budgets, and provide program evaluation and reporting
- Conduct and expand opportunities for NAPE members in both online and face-to-face environments, using the most current and effective technologies.
- Develop new technical assistance programs and research collaborations that meet the needs of NAPE's membership and support the mission.
- Grow NAPE's membership at the state and affiliate levels by expanding NAPE's membership outreach, relationship management, and member benefits.
- Develop data analysis and visualization tools to support the expansion of professional development and technical assistance programs based on data-driven decision making.

Qualifications

- A degree in education, preferably a master's in educational administration or related field.
- At least 3 years of experience working in career and technical education (CTE) with a minimum of 1 year of CTE administration experience.
- At least 5 years of experience working with education and/or workforce development systems.
- Working knowledge of CTE and other education data and accountability systems.
- Ability to provide high-quality educator support programs with administrators, teachers, and counselors at the secondary and postsecondary levels.
- Demonstrated program management and budget management skills for complex projects.
- Demonstrated ability to work with faculty or other content experts to develop educator support programs, professional development curriculum, and train-the-trainer programs.
- Excellent organizational, communication, and interpersonal skills and exceptional professional attitude.
- Ability to work independently, use technology to facilitate remote communication, and utilize executive decision-making skills.
- Proven grant writing and fundraising results and experience working with the National Science Foundation, U.S. Department of Education, or other federal funder preferred.

- Experience developing and negotiating contracts with state and/or local agencies to provide contracted services.
- Ability to lead/motivate others and work with a diverse team.
- Demonstrated understanding of equity and diversity issues and experience working with programs designed to address educational equity and social justice.

Special Required Conditions of Employment

- Must be able to travel for up to 3-4 days at a time.
- If not located near the national office, then employee may telecommute from home office. However, travel to the national office as requested by the Chief Executive Officer will be required with travel being reimbursed based on the telecommuting policy.

Compensation and Benefits

Compensation is commensurate with experience and includes a competitive benefits package.

Application Process

Email the following to Joyce Ayers at jayers@napequity.org:

1. Submit a letter of interest that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
2. Submit a resume including a list of three references knowledgeable about your qualifications in the listed responsibilities.
3. Mailing address, email address, and phone number.

For More Information

Contact Joyce Ayers, Manager of Finance and Administration at jayers@napequity.org or 717-407-5118. Deadline for submission of resumes is October 10, 2014, or until the position is filled.

Starting Date

Immediately upon hiring

The National Alliance for Partnerships in Equity Education Foundation is an equal opportunity employer. It does not discriminate in its employment or other practices against persons on the basis of gender, race, ethnicity, national origin, sexual orientation, age, disability or status as a disabled, Viet Nam era or more recent military action veteran. Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.