

Director

Location: Flexible

Type of Vacancy: Full Time

SUMMARY OF ROLE:

EdFuel is seeking a motivated, mission-driven individual who is passionate about supporting schools, districts, and education non-profits across the country in addressing their talent needs. Directors are responsible for leading holistic client engagements with a variety of partners to develop and strengthen their talent systems and build the capacity of all organizational leaders. S/he will report to a Partner.

SUMMARY OF ORGANIZATION:

EdFuel is a mission-driven non-profit that provides leadership and talent development tailored to the education sector. We help great education organizations, including districts, CMOs, and education-focused non-profits, increase their capacity and effectiveness by maximizing their best asset: their employees. For both instructional and non-instructional leadership, EdFuel provides customized support on talent practices from broad organizational talent strategy to individualized, role-specific PD. Through our work with leading school system operators, innovators, and investors around the country, we collect, streamline, and disseminate best practices while utilizing our growing suite of proven tools, programs, and diagnostics. Our approach anchors on understanding role-specific competencies and high-quality job-embedded training, and we are committed to advancing the sector with best-in-class open-source research. EdFuel works with organizations nationally and has offices in Washington, D.C. and Detroit.

EdFuel is a growing start-up with a nimble, collaborative team. We pride ourselves in our ability to adapt to our partners' needs and provide affordable, actionable solutions to their most pressing talent challenges.

DIRECTOR ROLE AND RESPONSIBILITIES

75% Talent system design and implementation

- Collaborate directly with organizational leaders such as Chief Executive Officers, Executive Directors, Chief Talent Officers, Heads of School to design effective solutions to organizational talent needs
- Research and develop best-in-class talent systems and structures in the areas of recruitment, onboarding, development and evaluation for clients of all types and sizes
- Develop deep understanding of the context of organizational partners in order to provide meaningful solutions that have a lasting impact on students and staff

25% Support for strategic organizational functions

- Provide support to one or more Partners on a set of strategic organizational functions (e.g. marketing, finance, knowledge management) depending on interest and expertise
- Contribute to broader organizational strategy discussions
- Contribute to business development opportunities through ongoing client renewal efforts

QUALIFICATIONS

- Bachelor's degree, with at least 4 years of work experience preferred
- Extensive experience leading and managing complex projects
- Background in talent system design and implementation
- Eagerness to work in a small start-up environment
- Strong relationship-building skills with proven ability to work with senior-level leaders
- Proven ability to take initiative and work in a fast-paced environment with ongoing change
- Ability to lead and manage multiple projects at a time

- Excellent oral and written communication skills, with a specific detail-orientation
- Ability to work across remote teams
- Willingness to travel (depending on the season, the role may include up to 25% travel)
- Shared commitment to EdFuel's organizational values, as described below
- Passion for education reform and equity for all students

EDFUEL CORE VALUES

- ❖ **Talent as a catalyst for change:** *We know that inspiring, talented leaders are the starting point for all effective change in the world*
- ❖ **Diversity:** *We believe that the most effective leaders reflect and celebrate the diversity of their communities.*
- ❖ **Relentless pursuit of excellence:** *Our bar for quality is high because that is what students and partners deserve from us.*
- ❖ **Growth mindset:** *Continuous improvement is central to our mission.*
- ❖ **Collaboration:** *We believe that education will get better faster when we are dedicated to getting better together.*
- ❖ **Sustainability:** *We value the richness or everyone's experiences and we make time for those experiences. It's an important model for the work we are doing.*

COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

At EdFuel, we believe that diversity makes us stronger and challenges us to think differently every day. EdFuel is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

BENEFITS AND SALARY

Salary for this position is nationally competitive. In addition, a comprehensive benefits package is included.

TO APPLY

Please submit your resume, a sample work product, and responses to the following prompts to jobs@edfuel.org using the guidelines described below.

1. If you had to choose the single most important trait or skill for this role, which would you choose and why? Describe how you've demonstrated this skill or trait. (max 500 words)
2. Provide a sample work product that highlights your experience and qualifications for this role.
 - a. What guidelines or materials were you given in order to develop this work product?
 - b. Describe your role in producing the work product.

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