

Open Position: Vice President of Programs

Reports to: Senior Vice President of Programs

Summary: The Vice President of Programs leads a key Foundation program that supports teacher unions and school district administrations as they work together to overcome achievement gaps and improve student outcomes.

General Description

The VP of Programs is a member of the lead staff for the NEA Foundation's *Institute for Innovation in Teaching and Learning*. The VP of Programs, in collaboration with other program staff, provides technical assistance to union/district teams in support of their collaborative education reform work. This includes on-going review of team progress against both their goals and a set of success criteria, synthesizing progress for external audiences, and conducting outreach and assessment to identify new Institute sites and new strategic partners. The VP of Programs will also provide support to a complementary online platform, including oversight of curriculum development efforts, designed to accelerate team progress.

Duties and Responsibilities

- Manages a strategic plan based on the targeted goals and objectives of the Foundation - and applies that plan to the current and future program design of the *Institute for Innovation in Teaching and Learning*
- Manages relationships with, provides technical assistance to and evaluates progress of Institute site teams on issues such as teacher evaluation, peer assistance and review implementation, etc.
- Facilitates, supports and assesses the work of coaches hired by the Institute to support team's work
- Synthesizes the work of all Institute sites, applying policy and resource trends in the education reform field, and suggesting Foundation or field responses to issues that may arise
- Conducts site visits to Institute communities to offer support, guidance and critical perspective on reform initiatives
- Represents the Foundation in public forums, including as part of outreach for potential new Institute sites
- Works with curriculum developers to help support the creation of a online curriculum focused on collaborative reform
- Helps to lead ongoing Institute program design and assessment

Qualifications & Characteristics

- Bachelor's degree with a minimum of eight years experience, preferably in the nonprofit/education sectors. *K-12 Classroom teaching experience and/or experience with program design/evaluation and strategic planning preferred.*
- An unwavering commitment to the success of public schools for both students and employees, including an understanding of the role the union's organization, role, function, and supporting contracts and negotiations
- Demonstrated experience in managing multiple-stakeholder efforts to improve student outcomes in a local community
- Experience in identifying, assessing, synthesizing and communicating best practices related to the Foundation's major initiatives and school reform topics
- Knowledge of best practices in education reform policies and practices
- Excellent written/oral communication skills; highest level of interpersonal skills including excellent listening, oral and written communications skills, tact, patience, flexibility, courtesy and the ability to excel in a diverse team environment
- Creative and innovative problem-solver
- Strong presentation and facilitation skills
- Positive attitude and a sense of humor

TO APPLY: Submit cover letter & resume to Nicole Smith at: nsmith@nea.org with VP of Programs as the subject line; no phone calls please. To learn more about the NEA Foundation's work, visit www.neafoundation.org