



National Alliance for Partnerships in Equity Education Foundation

Recruitment Announcement

Manager of Professional Learning

Organizational Profile

The National Alliance for Partnerships in Equity Education Foundation (NAPEEF) 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, and individual professionals. NAPE and the Foundation share a common mission: **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 through NAPE's four lines of business: professional development (PD), technical assistance, research, and public policy.

Position Description

The Manager of Professional Learning will be an educational equity expert, skilled facilitator and instructor, passionate and engaging storyteller, and effective leader and manager. This person will be the primary instructor for NAPE's professional development provided to educators at schools and institutions across the country. In addition, they will manage the pool of instructors conducting NAPE's professional development in the field. **The Manager of Professional Learning plays a critical role in achieving the organizational mission.** This is a full-time, remote office position within the continental United States, and requires travel up to 75%, and at times on weekends.

Reporting

The Manager of Professional Learning reports directly to the Vice President of Programs, who is responsible for management, goal-setting, professional development, and evaluation of the employee.

Duties and Responsibilities

- Conduct training, including keynote addresses, conference workshops and implementation of NAPE's suite of professional development programs.
- Monitor the implementation of NAPE's curriculum and collaborate with the Curriculum Team to improve and develop new curriculum.
- Oversee NAPE's Learning Management System and identify and develop new online courses to meet the needs of the field.
- Provide leadership to NAPE's cadre of instructors to keep them up to date on current issues in educational equity and NAPE's programs.
- Collaborate with NAPE's professional development team to coordinate, schedule, and ensure quality delivery of all training programs, and guide them in effectively delivering NAPE's suite of professional development programs.

- Mentor and support new NAPE Instructors to become Certified Equity Instructors through the apprenticeship process
- Exhibit thought leadership in multiple dimensions of equity, with deep knowledge in gender, race, and class issues, and maintain a current pulse on the research literature on educational equity.
- Employ effective instructional and facilitation strategies in a wide variety of adult learning methods (kinesthetic, visual and auditory), that create safe spaces, and equitable learning environments for adult learners.
- Motivate and engage others to learn and grow through energetic and interesting speaking and teaching techniques.
- Assist in the planning and implementation of the annual National Summit for Educational Equity.
- Support NAPE and NAPEEF's growth strategy.
- Perform other duties as required to achieve the organization's mission.

Qualifications

- Master's degree with a professional focus on educational equity and intersectionality, Doctoral degree preferred.
- At least five years of experience facilitating professional development.
- Understanding of secondary, community college, and university environments, as well as science, technology, engineering, mathematics, and career and technical education, and the related US workforce issues.
- Ability to work independently in a fast-paced work environment with strong work ethic to achieve high-quality output; comfortable with required 75% travel schedule.
- Excellent organizational, communication, and interpersonal skills; exceptional professional attitude.
- High ability with Microsoft Office

Compensation and Benefits

Compensation includes a competitive benefits package, and salary is commensurate with experience—within the provided range.

Salary Range: \$65,000-\$75,000

Application Process

Submit the following items, combined into a single PDF file, to:

Daphne Berwanger, Manager of Administration

dberwanger@napequity.org

1. **Letter of interest** that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
2. **Curriculum Vitae** with details of your education, work history, publications, and highlights of speaking engagements.
3. **Portfolio** of work including videos of yourself speaking/teaching.
4. **Three professional references** knowledgeable about your qualifications in the listed responsibilities.
5. **Contact information:** Mailing address, email address, and phone number.

Incomplete applications will not be considered, and **attention to detail** will be a major factor in the evaluation of applications.

Deadline for applications: February 9, 2018, or until the position is filled.

Start date: Immediately upon hiring

Equal Opportunity Employer

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 military action veteran.

Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.

Eligibility

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Must live in continental United States.