

## Job Description, National Director of The Leaders of Color Initiative

### **Education Reform Now; Education Reform Now Advocacy**

**Location:** New York City

**Position Summary:** The National Director of the Leaders of Color Initiative is responsible for recruiting, electing, and elevating the next generation of leaders of color to public office, with a focus on supporting and electing leaders who will advance educational equity for low-income children and children of color, as well as the intersectional issues that undermine equal opportunity for low-income communities and communities of color. This position reports to the CEO of Education Reform Now (“ERN”) and Education Reform Now Advocacy (“ERNA”) and will be responsible for executing the strategic plan and vision for this autonomous program. The leader will collaborate with members of ERN’s and ERNA’s senior leadership team, but will be responsible for ensuring the effective execution of the program’s goals for recruiting highly qualified candidates to the program, training them across the critical competencies necessary for effective policy and elected leadership, supervising winning electoral campaigns for cohort members, hiring a team to support program execution, and fundraising to generate resources to support program implementation.

The National Director must embrace a series of crucial leadership and management tasks that are essential to building and maintaining a successful program, ensuring that it fulfills its vision, builds on its early successes, and lives up to its growth plan. The National Director will be able to simultaneously run the program and problem solve day-to-day issues while also fundraising and scaling the program. The National Director should represent the program, its vision, and its values in interacting with the program’s stakeholders. A successful candidate will be a leader, entrepreneur, and manager, and have a passion for ensuring all of America’s schoolchildren have access to great public schools and in fighting unapologetically against any special interest that impedes the vindication of that goal.

#### **Essential Functions**

- Establishes high-level national credibility for the initiative by serving as the spokesperson, chief fundraiser, and lead strategist on high level thinking.
- Provides leadership and management to ensure that the mission and core values of the initiative drive quarterly and yearly outcomes.
- Spearheads the development and implementation of effective growth strategies and processes.
- Collaborates with allies in regions to implement engagement strategies for the operational infrastructure of a region.
- Motivates and leads a high-performing team by attracting, recruiting and retaining the right staff.
- Leads in raising capital to enable the initiative to grow and meet its goals.

#### **Core Responsibilities include but are not limited to:**

- Coaching and supporting a portfolio of candidates across multiple regions
- Supporting candidates’ policy needs
- High level vision creation and evaluation of recruitment process
- Overseeing winning electoral campaigns
- Fundraising
- Managing consultants

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- Training high quality and high level moderators
- Supporting fellows through an individualized leadership plan and provide a coaching system for 1-1 engagement
- Managing relationships with state directors, stakeholders in the region who are invested in designing, co-developing and delivering similar trainings to support the diversity of ERN's public leadership
- Conducting ongoing evaluation and analysis of the impact of our work, and reporting to donors and board members
- Building organizational capacity including hiring staff, securing regional capacity, and creating strong systems

### **Competencies:**

- Strategic Thinking.
- Business Acumen.
- Leadership.
- Results Driven.
- Pro-Active Problem Solving/Analysis.

### **Supervisory Responsibility**

This position's responsibilities include: interviewing, hiring and training new staff; planning, assigning and directing work of off site staff; appraising performance; rewarding and disciplining staff as needed.

### **Expected Hours of Work**

This position regularly requires long hours and frequent weekend work.

### **Travel**

This position requires up to 50% travel. Frequently travel is outside the local area and overnight.

### **Minimum Qualifications:**

- Bachelor's Degree required
- Excellent verbal and written skills
- 10 years professional experience required, including at least 4 years working directly in a related field
- At least 2 years of experience developing or facilitating leadership trainings for adult learners
- At least 5 years of staff management experience
- Strong attention to detail and interest in creating high quality material
- Experience with electoral or issue campaigns

### **How to Apply**

Email Patrick van Keerbergen, Chief Program Officer, at [Patrick@dfer.org](mailto:Patrick@dfer.org) with a resume and a cover letter explaining why you are an ideal candidate for this position. Include two professional references from individuals who can attest to your strengths and weaknesses.