



MANAGER, EDUCATIONAL EQUITY

Los Angeles, CA*

Exempt, Full-Time, Regular Position

**(This is a remote position work-from-home until further notice, at which point the employee will report to work in the office.)*

Organizational Background:

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where *all* communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Equity in Community Investments, and Political Voice.

Position Summary:

The Manager of Educational Equity ("Manager") will report directly to the Associate Director of the Educational Equity, Policy to support advocacy that elevates education issues across the Birth to 12th grade systems and advances racial equity and economic justice in state and local policy and practice. The successful candidate will be charged with managing the K-12 program area, including ongoing analysis of the landscape, policy and advocacy initiatives, program development, fund development, fiscal oversight, staff supervision, coalition and partnership building, state conferences and convenings, and external relations.

This position requires a strong understanding of a broad range of K-12 educational equity issues, including: racial equity and economic justice in education practices and policies that put Black and Latinx students and youth of color on a path to success; school finance; and strategies for addressing and dismantling the school-to-prison pipeline.

Specific Responsibilities include, but are not limited to:

- Serve as a leader on K-12 education research, policy, and advocacy efforts in the areas of: racial equity and economic justice in education; educational opportunities for highest need communities; school finance and gaps in educational funding; dual language learner/English learner education; promising and best practices across the K-12 systems to support the success of Black students and youth of color; strategies to address and dismantle the school-to-prison pipeline; and opportunities to build continuity across the birth to 12th grade system.
- Lead research and integrate emerging trends in educational equity, as well as best practices that uplift the assets and needs of diverse communities. Policy/research duties include, but not limited to:
 - Extensive literature reviews, online research and interviews on various policy topics.
 - Development of policy briefs, report writing, and quantitative/qualitative analysis.
 - Prepare materials and reports for advocacy efforts.
- Work with and support Associate Director on policy frameworks, fundraising/development

- and budget management, staff management, and grant/client development activities.
- Manage select grants and projects and work with staff primarily, and sometimes with partners and stakeholders to articulate project goals, scope of work and timelines. With project parameters confirmed, provide leadership and support to staff executing project deliverables and ensure the highest quality.
- Lead coordination of the Birth to Twelfth Grade Water Cooler convening of advocates across the state, through outreach, publicity, event logistics (e.g. registration, catering, travel, contractors, etc.) and content-planning for events. Support the team to identify, initiate, and deepen relationships with broad array of policy, research and community-based stakeholders, relevant government staff, and political leadership.
- Stay apprised of developments related to state and local policy and advocacy efforts.
- Support operations, workflow, and accountability between Sacramento and Los Angeles staff to ensure very high quality and effective work products on all grants and contracts.
- Represent Advancement Project in key education policy and advocacy stakeholder networks and serve as liaison with community-based organizations and coalitions.
- Other duties as assigned, dependent on organizational needs and employee skills.

Team Development/Management

- Lead with a collaborative approach that promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Support strong internal communication, as well as and overall staff professional development and mentorship using a supportive and collaborative approach on a consistent basis.
- Participate in organization-wide planning, development, and communications activities, as well as management meetings as needed, and ensure adherence to Advancement Project California goals and policies within the project area.
- Support leadership in project implementation for current and emerging Advancement Project California cross-programmatic efforts.
- Establish and monitor staff performance and development goals, assign duties, set objectives, establish priorities, and conduct performance reviews.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing racial equity and economic justice issues for the highest-need communities.
- 5+ years of non-profit and/or government leadership and project management experience.
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Deep understanding and experience in California's K-12 education systems, and racial and economic justice frameworks and inclusive community development. Experience related to the school to prison pipeline and early care and education policy is a plus.

- Demonstrated success building coalitions/partnership with community groups representing a wide range of racial and ethnic communities, and overall maintaining effective relationships and partnerships with key stakeholders.
- Demonstrated success in delivering high-quality work product on a consistent, reliable basis in a fast-paced work environment with ambitious goals.
- Demonstrated success in leading and managing complex projects that are strategic in nature and scope.
- Demonstrated capacity to manage numerous projects simultaneously.
- Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget
- Strong interpersonal, communication, facilitation and presentation skills, including experience translating technical analyses into compelling advocacy messages especially preferred.
- Strong writing and research skills.
- Strong analytical and problem solving skills.
- Ability to work independently and with minimal supervision.
- Demonstrated ability to work in a small team setting.
- Excellent computer skills, proficient with MS Office applications.
- Must be able to travel locally and statewide, and on rare occasions nationally.
- Bilingual or multilingual skills are a plus.

Physical Demands:

Occasionally must be able to move office supplies and equipment weighing up to 15 pounds across the office or during events.

Salary:

Competitive compensation depending on experience. Includes full health, dental and retirement benefits.

To Apply:

Please send an email with subject line "Ed Equity Application" and include a cover letter, resume, and writing sample in **one** PDF attachment. Please title the document using the format: last name_first name_edeq.pdf (e.g. Jimenez_Jorge_edeq.pdf) and send to:

Jorge Jimenez
 Director of Human Resources, Finance and Administration
hr@advanceproj.org

1910 West Sunset Blvd. Suite 500 Los Angeles, CA 90026 www.advancementprojectca.org

Advancement Project is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, people with disabilities; and/or formerly incarcerated people.