



MANAGER OF SCHOOL ENGAGEMENT AND PARTNERSHIPS JOB DESCRIPTION

PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, train, and empower charter parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC. PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

The Role

Reporting to the Managing Director of School Engagement and Partnerships, the Manager of School Engagement and Partnerships is a mission-critical role, assisting in programmatic planning and evaluation of PAVE's school and partner engagement programming. The Manager of School Engagement and Partnerships will assist in developing content, executing the organization's partnership strategy with District partners including state agencies, schools, and education non-profits. The Manager of School Engagement and Partnerships will support the Managing Director of School Engagement and Partnerships on managing partnerships, developing programmatic content, and creating a partnership evaluation model to measure PAVE's impact.

Responsibilities:

Strategic Partnerships

- *Support Relationships with Partners*
 - Develop and manage partnership tracking system to execute against deadlines, evaluate goals, and identify opportunities for deeper impact with existing family engagement partners.
 - Maintain and develop strong relationships with existing PAVE partners.
 - Plan and coordinate PAVE Professional Learning Community (PLC) meetings, building family and community engagement practices amongst PLC participants.
 - Refine content and training plan developed by Managing Director of School Engagement and Partnerships, to ensure that PAVE's partner organizations



are being developed for long-term success in family and community engagement.

- *Build Relationships with Partners*
 - Research and propose new partnership opportunities for PAVE in the family and community engagement space.
 - Customize materials for the School Engagement and Partnerships department to communicate to potential partners about PAVE service offerings.

Content

- *Build PAVE School Engagement and Partnership Content*
 - Develop a PAVE reference library of family and community engagement academic articles, local and national expert training materials, resources to develop parent boards and members, evaluation tools, and high-impact community organizations.
 - Codify PLC training content and materials, and create an online catalogue of principles and practices for family and community engagement.
 - Analyze quantitative and qualitative data to support recommendations to enhance partner organizations' family and community engagement practices.
 - Provide subject and editorial support to PAVE parent and education leader bloggers for monthly commentary on education issues in the District.
- *Evaluate School Engagement and Partnership Strategy for City-wide Impact*
 - Manage a multi-faceted assessment survey for PAVE's PLC meetings and teams.
 - Design and oversee an evaluation tool that measures PAVE's impact on developing parent and professional leaders through school and organization partnerships, and the PAVE Professional Learning Community.

Assists the Managing Director of School Engagement and Partnerships and Executive Director in other matters as identified and assigned.

Qualifications

The Manager of School Engagement and Partnerships will be thoroughly committed to PAVE's mission. The Manager of School Engagement and Partnerships should have a background in education, non-profit work, and/or start-up environments. Concrete demonstrable experience and other qualifications include:

- 3-5 years of work experience in education and track record of effectively working with diverse communities and stakeholders;
- Unwavering commitment to quality programs and data-driven program evaluation;



- Advanced proficiency of a range technology-based platforms and processes including, but not limited to: Microsoft Office (Word, Excel, PowerPoint); Asana; Salesforce;
- Experience working with community-based organizations, with the ability to cultivate existing relationships, particularly with District-wide programs;
- Outstanding attention to detail and deadlines;
- Superior written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills;
- Previous experience with creating outreach materials;
- Ability to multi-task and prioritize in fast-paced, start-up environment;
- Flexibility to work independently and in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.