

Job Description: Director of School Support and Incubation

Organizational Overview

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement; empowering talented, diverse educators to launch new schools; and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 38 schools and 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms. More information can be found at themindtrust.org.

About Working at The Mind Trust

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes and equity. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be anti racist in all its programming, policies, and procedures.

Position Overview

The Mind Trust executes its bold vision for remaking public education in Indianapolis through three strategic pillars:

- Growing great schools with the essential qualities for success;
- Investing in world-class talent, including school leaders and teachers, to fuel excellent schools' success;
- Creating and amplifying the conditions for education change through policy and community engagement.

The **Director of School Support and Incubation** reports to the Senior Director of School Incubation (SDSI) and will support the incubation work and other key initiatives of the Great Schools Team. The primary role of the **Director of School Support and Incubation** will involve developing content for fellowship programming, researching and coordinating cohort trips and support in the managing of the school incubation budget and outcomes reporting. In addition, the position supports the capacity building of existing fellows and their schools as it pertains to talent, culture and instructional development.

To be successful, the **Director of School Support and Incubation** must: be an independent, self-motivated strategic and operational thinker; demonstrate strong written and verbal communication skills; possess exceptional attention to detail and a high bar for quality; be able to organize, prioritize, and direct a large volume of projects and tasks; seek solutions as an active problem solver; and eagerly partner with all colleagues to collaboratively extend The Mind Trust's impact.

Position Responsibilities

- Support in the development of content for cohort meetings, workshops and trainings to meet fellowship objectives and individual development goals.
- Research and coordinate cohort trips to encourage innovative school design, unique approaches to landscape challenges and a community engagement focus.
- Provide as-needed assistance to The Mind Trust fellows to help them reach accountability measures including, but not limited to, submitting competitive charter applications, applying for local and national funding, and organizing community events.
- Compile and analyze program outcomes through quarterly surveys and case studies.
- Create and maintain a library of school incubation supports for use by current and future fellows and staff.

- Work in collaboration with the members of the schools team that manage the budgets of school support and incubation.

- Conduct ongoing school visits to identify resources that support best practices
- Support in the research and identification of high quality education providers that support existing schools and incubation.
- Arrange logistics for recruiting and school support events with an emphasis on high quality planning and execution.
- Support Great Schools staff by coordinating meetings, events and visits for key stakeholders.
- In collaboration with the Great Schools team, support in the cultivation of talent.

Qualifications

- Bachelor's degree preferred.
- Minimum of three to five years in building level school leadership.
- Commitment to and enthusiasm for The Mind Trust's mission and Core Values.
- Sharp attention to detail and strong organizational skills.
- Strong interpersonal skills to facilitate relationships with visitors/ guests and others outside the organization.
- Willingness to take initiative and pitch in as needed on any and all tasks.
- Excellent team player and enthusiasm for working in a collaborative environment.

Compensation

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental, and vision insurance, a 403b retirement plan, and paid time off.

The Mind Trust is an Equal Opportunity Employer.