



**The Mind Trust**  
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450  
Indianapolis, IN 46202  
317.822.8102

## **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 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 [www.themindtrust.org](http://www.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 antiracist in all its programming, policies, and procedures.

### **Position Summary**

The Director of School Support and Incubation reports to the Senior Vice President of Schools and will support the incubation work and other key support initiatives of the Great Schools team. The primary role of the Director of School Support and Incubation will involve working collaboratively with team members to develop content for Fellowship programming and extending support where needed in the managing of the Great Schools team budget and outcomes reporting. In addition, the position supports the capacity-building of school leaders and their schools as it pertains to academics and talent 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.

### **Responsibilities**

- Research and aggregate publicly available school data, including state assessment data, and identify resources of support that align to noted gaps.
- Conduct ongoing school visits to identify resources that support best practices.



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- Support 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 the recruitment and cultivation of talent in collaboration with the Great Schools team.
- Oversee projects and initiatives aligned to school support in collaboration with the Great Schools team.
- Provide as-needed assistance to The Mind Trust's Fellows to help them reach accountability measures that may include: selecting and implementing a high-quality curriculum, aligned assessments, and instructional coaching model.
- Support in the development of content for cohort meetings, workshops, and training to meet Fellowship objectives and individual development goals.
- 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.
- Collaborate with members of the Great Schools team to manage budgets for school support and incubation.

## Qualifications

- Bachelor's degree or higher, preferably in education.
- Minimum of three to five years in building level school leadership or instructional coaching.
- Demonstrated success with curriculum and instructional systems implementation.
- 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 external partners.
- Willingness to take initiative and pitch in as-needed on any and all tasks related to The Mind Trust's work and mission.
- 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 that includes medical, dental, and vision insurance; a 403b retirement plan, and paid-time-off. The Mind Trust is an Equal Opportunity Employer.



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**To Apply**

Submit cover letter and resume to Senior Vice President of Schools Kelli Marshall at [kmarshall@themindtrust.org](mailto:kmarshall@themindtrust.org)

