



The Mind Trust
Transformative education. Rooted in equity.

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

Job Description: Manager of Leadership

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 41 schools, 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms.

About The Mind Trust

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society at-large, in particular its adverse effects on our students of color.

The Mind Trust's Talent Philosophy

At The Mind Trust, **values- and mission-aligned, high-capacity** team members **collaborate** and **innovate** to achieve transformative education outcomes. We cultivate a **diverse and inclusive culture** where team members bring their **whole selves** to work and where we demonstrate **care for one another**. We are **self-driven leaders** who operate with a high degree of **autonomy**. We invest in **development**, encouraging and expecting **continuous reflection, learning, and growth**—all driven by a strong sense of **innovation** and **curiosity**.

Position Overview

The Manager of Leadership will support the Leadership & Equity Team. The Manager of Leadership will be responsible for a broad range of administrative and project management duties which require initiative, judgment, independent decision making and excellent interpersonal skills.

The ideal candidate is an excellent and thorough project manager, has keen attention to detail, excellent organizational skills, and a high bar for quality. The Manager of Leadership & Equity must be a critical thinker who demonstrates sound judgment in strategizing and prioritizing tasks.



Position Responsibilities

- Organize and schedule meetings for Senior Vice President of Leadership and Equity, including setting appointments, communicating with meeting attendees, finding meeting locations and sending meeting reminders.
- Assist with scheduling and setting up full team events such as team meetings, retreats, celebrations, team step backs, etc.
- Maintain and contribute to Leadership & Equity team meeting agendas, notes, and team updates.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communication for the Senior Vice President of Leadership and Equity and the Leadership and Equity team.
- Manage event budgets and process receipts for the Senior Vice President of Leadership and Equity through Abacus.
- Manage Leadership & Equity team Google Drive and other central processes.
- Monitor Diversity, Equity, and Inclusion goals, including monitoring vendor of color usage across the team.
- Provide project management support by creating and tracking comprehensive project plans in Monday.com.
- Manage all Salesforce data entry for Leadership.
- Arrange travel for Senior Vice President of Leadership and Equity when necessary.
- Coordinate catering for meetings at The Mind Trust or other venues when necessary.
- Welcome & greet visitors to the building and guide them to designated meeting spaces.

Qualifications

- Deep commitment to and enthusiasm for The Mind Trust's mission and methods of ensuring that all children have an opportunity to receive an excellent education.
- Significant alignment and belief in The Mind Trust's core values.
- Highly organized with demonstrated ability to simultaneously balance several tasks.
- Ability to coordinate and execute logistics with precise attention to detail.
- Ability to work independently as well as collaboratively, and thrive in a high-energy, fast-paced environment.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently
- A bachelor's degree or equivalent combination of education and/or experience required
- Two years of clerical/administrative or project management experience preferred
- Advanced computer skills including Microsoft Office – Word, Excel and PowerPoint required
- Ability to work flexible schedules including some nights and weekends



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Compensation

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

The Mind Trust is an Equal Opportunity Employer.

Interested candidates should send resume and cover letter to The Mind Trust's Senior Vice President of Leadership and Equity, Patrick H. Jones II, at pjones@themindtrust.org.

To learn more about The Mind Trust, visit themindtrust.org.

