



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

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

## **Job Description: Manager of Strategy & Special Projects**

### ***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 Strategy & Special Projects will support the Strategy & Special Projects Team. The Manager of Strategy & Special Projects 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 project and task manager, has keen attention to detail, excellent organizational skills, and a high bar for quality. Manager of Strategy & Special Projects must be a critical thinker who demonstrates sound judgement in strategizing and prioritizing tasks.



### ***Position Responsibilities***

- Organize and schedule meetings for Senior Vice President of Strategy and Senior Director of Special Projects, including setting appointments, communicating with meeting attendees, and sending meeting reminders.
- Assist with scheduling and setting up full team events such as team meetings, retreats, celebrations, team step backs, etc.
- Maintain Strategy & Special Projects team meeting agendas, notes, and team updates.
- Manage Strategy & Special Projects 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 supports by creating and tracking comprehensive project plans in Monday.com.
- Track Special Projects Team budget and receipts.
- Develop agendas based on project plans for Special Project meetings.
- Manage all Salesforce data entry for Special Projects.
- Arrange travel for SVP of Strategy and Senior Director of Special Projects when necessary.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications for the Strategy & Special Projects team.
- 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 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 Director of Special Projects, Porsche Chisley, at [pchisley@themindtrust.org](mailto:pchisley@themindtrust.org).

To learn more about The Mind Trust, visit [themindtrust.org](http://themindtrust.org).

