



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

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

## **Job Description: Manager, State Program**

### ***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 Marketing / Engagement Manager of State Program will report to the Director of Student Enrichment Grants Program as part of the Strategy & Special Projects Team, while working closely with the Communications and Community Engagement Team. The Marketing / Engagement Manager of State Program will be responsible for outreach, marketing, and engagement duties related to the program, which requires initiative, judgment, independent decision making, and excellent interpersonal skills.

The ideal candidate is an excellent project and task manager, has keen attention to detail, outstanding organizational skills, and a high bar for quality. The Marketing / Engagement Manager of State Program must be a critical thinker who demonstrates sound judgment in engaging with an audience in addition to strategizing and prioritizing tasks.

### ***Position Responsibilities***

- Serve on a cross-functional, collaborative team to execute a comprehensive and detailed project plan for the initiative.
- Inform the design and support execution of all outreach efforts, including marketing, communications, and engagement related to the initiative
- Maintain necessary records related to the initiative.
- Support development of agendas based on project plans for all project team meetings.
- Participate in biweekly project status meetings, preparing meeting minutes for review.
- Manage all Salesforce data entry related to the initiative in order to ensure proper record maintenance.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications for the program.
- Complete other duties as assigned.

### ***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.
- At least two years of clerical/administrative or project management experience preferred.
- Experience in the education field preferred.
- Advanced computer skills including Microsoft Office – Word, Excel, and PowerPoint required .
- Ability to work flexible schedules including some nights and weekends.
- Ability to travel as necessary.

### ***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 a resume and cover letter to The Mind Trust's Senior Director of State Program, Seana Murphy at [smurphy@themindtrust.org](mailto:smurphy@themindtrust.org).

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