



POSITION ANNOUNCEMENT
Associate Director
(Full Time, Exempt)

[Teaching for Change](#), a national social justice-focused education nonprofit based in Washington D.C., is pleased to announce an opening for an Associate Director.

Celebrating its 30th anniversary, Teaching for Change provides teachers and parents with the tools to create schools where students learn to read, write, and change the world. By drawing direct connections to real world issues, Teaching for Change encourages teachers and students to question and re-think the world inside and outside their classrooms, build a more equitable, multicultural society, and become active global citizens. Our professional development, publications, and parent organizing programs serve as a lifeline for teachers, other school staff and parents. Our reach is national, but we have special programs that focus on the Washington, D.C. Metropolitan area.

The Associate Director plays a key role in ensuring the success of Teaching for Change's programs and organizational development, and works very closely with the Executive Director and board of directors. The Associate Director is responsible for: **board relations and support, administration, strategic planning, human resources, funder relations and communications, financial oversight, and impact reporting**. Additionally, the Associate Director provides support for organization and program communications. The position requires excellent collaborative management skills, flexibility, self-drive, the ability to learn quickly and deeply, and communication skills to work with a diverse staff, board, and constituency.

Responsibilities will include:

Board of Directors

1. Serve as a key staff liaison to the board of directors, ensuring board members have the support, information, and processes needed to play an effective role for TFC and fulfill their roles and responsibilities.
2. Board executive committee: provide information, resources, and support needed.
3. Work with the ED and board executive committee to guide board meeting preparation and planning.
4. Working with the ED, engage the board in the review and approval of the annual strategic framework – or in strategic planning – and subsequent review of semi-annual progress reports.
5. Work with the ED and board of directors to launch an advisory board of top scholars, educators, writers, and practitioners who advise TFC, participate in our programs (e.g. educator workshops), and represent TFC for media requests.
6. Support the board functions and processes including: candidate engagement, board nominations, new member orientation, and officer elections.

7. Review board bylaws and support adherence to them.

Administration and Strategic Planning

1. Work closely with the executive director and board of directors for the organization's strategic growth.
2. Guide development, implementation, and semi-annual progress review of strategic frameworks and/or strategic planning.
3. Manage the activities and schedule of the TFC Leadership Team and/or committees.
4. Ensure that TFC is up to date with all necessary federal and state licenses, insurance, resale license, sales tax exemption, and memberships.
5. Office/building: serve as key liaison with the landlord, utility providers, and key service providers (e.g. technology IT support).
6. Ensure that TFC administrative policies and procedures are followed.

Human Resources

1. Staffing: recruit new staff and contractors (as needed) and support current staff.
2. Coordinate biweekly payroll.
3. Benefits management.
4. Maintain personnel and policies manual and adherence to policies.
5. Cultivate sense of community among staff.
6. With the staff leadership team, coordinate staff meetings, retreats, learning opportunities.
7. Coordinate volunteer and intern recruitment, placement, evaluation, and follow-up.

Funder Relations and Communications

1. Cultivate relationships with TFC's foundation and related funders (current and future), and represent TFC in the funding community.
2. With the ED and program managers, prepare and submit grant proposals and reports.
3. Respond to and direct media and other external requests.
4. Participate on the fundraising committee.
5. Support ongoing donor stewardship, including communications with donors.
6. Support fundraising events and campaigns.
7. Edit documents and communications for publishing and PR, as needed.

Finances

1. With the ED, manage the development of annual budgets for Board approval.
2. With the ED and accountant, provide regular financial reports for review.
3. Monitor and evaluate the fiscal performance of TFC.
4. Represent TFC in contract negotiations, as needed.
5. Supervise business affairs of TFC to ensure funds are expended to the best advantage possible.
6. Support the annual audit.

Impact Reporting and Program Support

1. Lead efforts to collect data related to program evaluation and documenting Teaching for Change's impact.
2. Support efforts to collect qualitative data (stories, quotes, etc.) from participants.
3. Assist program staff with outreach to participants and promotion of campaigns, as needed.

REQUIRED SKILLS AND EXPERIENCE

- Proven successful management experience and ability to guide the growth of an education/social justice nonprofit organization with local and national reach;
- Experience with engaging a board of directors and familiarity with financial statements;
- Proven leadership skills that enable teams to work cohesively and toward shared goals;
- Superior communication skills, written and spoken;
- Great interpersonal/relationship skills with people of different identities and across cultural, racial, and socio-economic backgrounds;
- Self-driven with a flexible, positive approach;
- Able to prioritize and efficiently accomplish a significant load of responsibilities in a constantly shifting environment;
- Proficiency in content management software and fundraising software a plus;
- Have a passion for education and equity issues;
- Be committed to the mission of Teaching for Change and social justice.
- Bachelor's Degree

Full-time position. Salary: \$55,000-\$60,000, commensurate with experience, plus a generous benefits package. Work may be performed remotely, but the employee must be available to meet at the Teaching for Change office in Washington, D.C., on a regular basis.

Qualified candidates should send a current resume and a thoughtful cover letter explaining how they are a good fit for the organization and position to Allyson Criner Brown at: **employment@teachingforchange.org**. Only candidates of interest will be contacted. No phone calls, please.

Teaching for Change is an equal opportunity employer.