

Teach for America

Manager, Executive Support & Regional Operations (Full time)

POSITION REPORTS TO: Dr. Dolores Garcia-Blocker, Executive Director, Connecticut

APPLICATION DEADLINE: 11:59pm ET on October 25, 2024

LOCATION: Connecticut

SALARY RANGE: \$60,700-81,300

WHAT YOU'LL DO

The Manager, Executive Support & Regional Operations, provides strategic operational support to the Executive Director and leads the strategy, execution, and implementation of various administrative functions to ensure smooth operations within the Connecticut region.

WHAT YOU'LL BE RESPONSIBLE FOR

Executive Support (20%)

- Manage the Executive Director's calendar, ensuring efficient time management and prioritization.
- Prepare and submit expense reports for the Executive Director.
- Strategize and coordinate travel arrangements and accommodations for the Executive Director.
- Provide strategic logistical and operational support for board meetings and development activities.

Operations & Logistics (40%)

- Oversee all operational and logistical functions within the Connecticut region.
- Develop, execute, and implement comprehensive operational plans, systems, and structures.
- Lead the strategic planning and execution of all regional events, including meetings and celebrations.
- Develop and manage project plans, ensuring successful execution to support regional initiatives.
- Coordinate internal systems work, including finance, compliance, and office administration. - Strategize and lead operational outreach campaigns, including mailing, printing, and vendor communications.

Special Projects (30%)

- Collaborate with shared staff to strategize and implement initiatives that enhance Teach For America Connecticut's social media presence and brand awareness.
- Manage the strategy and execution of regional events and campaigns, such as Teacher Appreciation Week and the Network Holiday Party.
- Lead and implement strategic projects to enhance regional impact as needed.

Enterprise Responsibilities (10%)

Teach For America emphasizes cross-functional collaboration. Our team members are adept at managing competing priorities, leading with grace, and promoting our core values and commitments to diversity, equity, and inclusion. Expect to engage in:

- Diversity, Equity, Inclusiveness, and Belonging professional development experiences.
- Corps member experiences, including Pre-Service Practicum and professional development.
- Program selection activities for corps members and Ignite fellows.

- Leadership development and team-building experiences.
- Community event representation and engagement within our educational equity space.

A WEEK IN THE LIFE

Over the course of any week the Manager, Executive Support & Regional Operations will spend time:

- Providing strategic operations support to the Executive Director through scheduling, managing travel, and coordinating internal systems
- Designing and executing team and regional events
- Serving as a project manager for key regional initiatives in pursuit of our 2030 goal
- Managing the region's social media account

YOUR EXPERIENCE

Minimum Qualifications:

- 2+ years of professional experience in operations and/or administration.
- Proficiency in Microsoft Office Suite (Outlook, Excel, PowerPoint, Word).
- Proficiency in Salesforce.
- Experience with Teach For America preferred; knowledge of the education and non-profit landscape in the community required.
- Ability to work some weekends and evenings, lift and transport 30 pounds, and travel to in-person meetings within the community.

YOUR FUTURE TEAM

The Manager, Executive Support & Regional Operations, will work within a small, dedicated team committed to educational equity and impacting children and communities in Connecticut positively.

YOUR COMPENSATION

The applicable salary range for each U.S.-based role is based on where the employee works and is aligned to one of 3 tiers according to a cost of labor index in that geographic area. Starting pay for the successful applicant will depend on a variety of job-related factors, which may include education, training, experience, location, business needs, or market demands. New hires are typically brought into the organization at a salary between the range minimum and the salary range midpoint depending on qualifications, internal equity, and the budgeted amount for the role. The expected salary range for this role are set forth below. These ranges may be modified in the future.