



Program Manager, Curriculum Program Position Description

ABOUT THE ORGANIZATION

Mission: Pivot Learning is a nonprofit organization whose mission is to partner with educators to design and implement solutions to their greatest challenges in achieving educational justice. Through comprehensive school redesign, leadership development and job-embedded professional learning we, along with our subsidiary the [Consortium on Reaching Excellence in Education](#) (CORE), partner with schools and districts to ensure all students graduate college and career ready.

Vision: We envision a future where our public schools provide our most underserved students with an outstanding education.

Theory of Change: We believe that in order to achieve real improvement in student outcomes, we must collaborate with educators to design agile solutions, measure their effectiveness and potential for sustainability and scalability, and deploy them in our nation's neediest schools

ABOUT THE POSITION

We are currently seeking a Program Manager, Curriculum Program to join the Pivot team. This position will be responsible for managing projects in our Curriculum Program that support the adoption and implementation of high-quality instructional materials in service of equitable student outcomes.

Competitive candidates will have demonstrated success in the following:

- Educational work centered on equitable outcomes for students most underserved by our educational system
- Working in K-12 public educational instructional systems that implement core ELA and Math curricula in service of equitable student outcomes
- Management of complex, multiyear, and multi-partner projects
- Development and delivery of large and small group facilitation and presentation, including district leadership and strategy

This is a full-time, Exempt position based out of Pivot's Oakland, CA office, reporting to a Senior Program Manager. Monthly travel (car and plane) to project sites in California, plus occasional travel nationally, required.

Key Responsibilities

Project Management

- Develop and manage a project plan for each project, from launch through achievement of all deliverables.
- Lead regular meetings of the project teams and with partners including, facilitating meetings, setting agendas and handling all pre/post-meeting follow up.
- Supervise project support staff (including independent contractors, consultants, part time staff, etc).
- Develop and/or maintain partnerships with LEA partners (districts, charters, county offices) and non-LEA partners, (research/advocacy organizations, technology companies, and state entities).
- Evaluate the efficacy of projects leveraging continuous improvement framework.
- Collaborate with Pivot's Curriculum team to ensure sustainability and scalability of our work, including product development.
- As needed, work with the team to provide information to Pivot's other projects, programs, funders, board of directors, and other audiences to support the sustainability and scalability of Pivot's work

Delivery of products and services

- Prepare for, facilitate, and follow up from site meetings and events with LEA partners.
- Conduct trainings or workshops with LEA partners, using Pivot's approach to change design, continuous improvement and network management.
- Develop and/or revise high quality content to support all projects, including processes, developing meeting, training or workshop materials, toolkits and resource libraries for LEAs, etc.
- Collaborate with research team to evaluate project impact and results.



Communications and Marketing

- Collaboratively with a team/partners, develop and implement a strategy and plan for disseminating these areas of work.
- Develop and/or revise content for the purposes of sharing this work through webinars, conferences, etc. Collaboratively facilitate presentations for projects.
- Collaboratively communicate and market this work through social media, websites, etc.

Other duties as assigned

Required Qualifications

Able to travel regularly to project sites across California and nationally. Bachelor's degree required.

Educational work centered on equitable outcomes for students most underserved by our educational system

- A commitment to the mission and vision of Pivot Learning.
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

Work in K-12 public educational instructional systems that implement core ELA and Math curricula in service of equitable student outcomes

- Experience working in or with K-12 education for Local Education Agencies or LEAs (county offices, districts and/or charters).
- Familiarity with current curriculum research, the Common Core State Standards and/or the California State Standards and English Language Learners or proven track record of learning new content quickly.
- Some knowledge of national education policy and public education reform in California and nationally.

Management of complex, multiyear, and multi-partner projects

- Strong project management skills, including the ability to set priorities, track multiple timelines, develop and manage project plans for each project, manage self and stakeholders to deadlines and deliverables, and support achievement of project goals.
- Exceptional communication, facilitation, and technical assistance skills.
- Experience developing resources for educators and district leaders.
- Proficiency in project management tools, Microsoft Suite, Google Suite, video conferencing (e.g. Zoom, Microsoft Teams, Skype, etc)
- Enthusiasm for thinking about systemic, messy problems in education.

Experience developing and facilitating group presentations, workshops, and meetings with district leadership.

- Strong interpersonal skills, including the ability to work with diverse groups and individuals and the ability to work effectively with educators and partner organizations.
- Superb facilitation skills, including the capacity to facilitate meetings, trainings or workshops, and technical assistance engagements (e.g. professional development, coaching, etc.).
- Strong content development skills, including developing meeting materials, training and/or workshop materials, and/or other support materials (like toolkits and resource libraries).

Ideal Qualifications

- Experience with user-centered design and continuous improvement processes preferred.
- Experience managing networks of LEAs.
- Experience with or awareness of digital marketing/communications (marketing campaigns, collateral development, social media management, etc.)
- Experience with or awareness of website development (working with a CMS, web design/user experience, web analytics, etc.)

**Compensation and Benefits**

Pivot Learning offers a competitive compensation package, including medical/dental/vision insurance, 403b, vacation leave, sick leave, and 15 paid holidays. Salary is commensurate with experience.

Application

If you would like to apply, please send your resume and a cover letter to resume@pivotlearning.org. Indicate the position title in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, your salary requirements, and where you heard about this position.

Diverse candidates are encouraged to apply.