



Program Manager, Curriculum Implementation

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 Implementation to join the Pivot team. This position will be responsible for managing curriculum implementation projects with our school district partners. These projects are focused on supporting districts with the adoption and implementation of high-quality instructional materials, in service of more equitable student outcomes.

Competitive candidates will have demonstrated experience and success in the following areas:

- 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.
- Management of complex, multiyear, and multi-partner projects.
- Facilitating large and small groups of educators, including district leadership.

This is a full-time, Exempt position based in the **Boston, MA** metro area. Work will be done virtually from your home office. Regular travel to project sites in the Boston area will be required, as well as occasional travel nationally.

KEY RESPONSIBILITIES

Project Management

- Develop and manage a project plan for each district project, from launch through achievement of all deliverables.
- Lead regular meetings of the project teams and with partners including, setting agendas, facilitating meetings, and all post-meeting follow up.
- Develop and/or maintain partnerships with Local Education Authority (LEA) partners (districts, charters/CMOs) and non-LEA partners, (e.g. curriculum publishers, partner organizations).
- Collaborate with Pivot's curriculum team around ongoing program design, product development, and refinement of our curriculum implementation service model.
- 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 drive follow-up from site meetings and events with clients.
- Deliver high quality content to support all projects, including defining and documenting processes, developing content for meetings and trainings, and supporting creation of toolkits and resource libraries for internal and external purposes.



- Leverage Pivot’s approach to change design, continuous improvement, and network management.

Client Support

- Provide highly responsive, empathetic support to our clients through problem-solving and thought-partnership.
- Serve as the “face of Pivot” to the client and operate with a customer-service mindset at all times.

Data Management & Evaluation

- In partnership with the client, manage the data collection, management, and ongoing evaluation related to project, with support from Pivot’s main office.
- Evaluate the efficacy of projects leveraging continuous improvement framework.
- Collaborate with Pivot’s research team to evaluate project impact.

Supervision

- Supervise project support staff (including independent contractors, consultants, part time staff, etc).

Other duties as assigned

REQUIRED QUALIFICATIONS

Able to travel regularly to project sites across the Boston area, and periodic national travel (including to the Pivot offices in CA). 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.
- A deep understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Time spent understanding equity both within the education system and in your own work.

Working 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 (LEA).
- Basic understanding of current curriculum research, including knowledge of the Common Core State Standards and/or the Massachusetts State Standard.
- Working knowledge of national education policy and public education reform topics.

Management of complex, multiyear, and multi-partner projects

- Strong project management skills, including the ability to set priorities and track multiple timelines.
- Ability to 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 and video conferencing.
- Enthusiasm for thinking about systemic, messy problems in education.
- Adaptability and capacity to solve problems both efficiently and collaboratively and both creatively and strategically.

Facilitating large and small groups of educators, including district leadership

- Development and delivery of large and small group presentations, to a range of stakeholders, including district leadership.
- Facilitating conversations with district leadership, internal teams, and external partners, focused on strategy development.
- Strong interpersonal skills, including the ability to work with diverse groups and individuals and the ability



to work effectively with educators and partner organizations, and with people at all organizational levels (e.g. school district senior leaders, content experts, peers).

- Superb facilitation and content delivery skills, including the capacity to facilitate meetings, trainings, and workshops.
- Content creation skills, including 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.

Compensation and Benefits

Pivot Learning offers a competitive compensation package, including medical/dental/vision insurance, a 5% 403b contribution, vacation leave, sick leave, and 15 paid holidays. Salary is commensurate with experience.

To APPLY

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.

Pivot Learning is strongly committed to achieving educational justice, and as such we are an equal opportunity employer, and we welcome and encourage diversity in the workplace. Pivot does not discriminate against any applicant for employment or employee because of race, ethnicity, religion, gender, sexual orientation, gender identity, disability, age, or veteran status.