

***E3 Alliance Position Description: Impact Network Coordinator***

***Classification: Professional – Exempt***

***Direct Supervisor: Senior Director of Community Solutions***

**About E3 Alliance:** E3 Alliance is a 501(c)(3) nonprofit founded in 2006 and located in Austin, Texas. E3 Alliance transforms education systems through data and collaboration so all students succeed. E3's core values are collaboration, data-driven, learning, relentless, and equity.

**Background:** The Blueprint for Educational Change, facilitated by the E3 Alliance, is Central Texas' strategic plan to build the strongest education pipeline in the country. In order to implement this plan we work within the greater Central Texas community to define metrics, research solutions based on objective data, set targets to be achieved, leverage key community and institutional partnerships, and define clear action strategies to meet the objectives that are outlined in the Blueprint. Ultimately, we are working to create education systems change at scale in our region – not for 10 or 100 or 10,000 students, but for ALL students in our region.

**Impact Network Coordinator Position Description:** E3 Alliance seeks a full time Coordinator to support the E3 Alliance Impact Networks of partner school districts looking to leverage recent state policy changes to positively impact students. This is a new role that will report to the Senior Director of Community Solutions and supports our regional collective impact in facilitating systems change in education. This person should have a strong background in education and have experience working in a school district setting with district staff and leaders. The Coordinator will have responsibility to increase regional capacity to maximize student outcomes through new and innovate funding streams included in recent state legislation, including HB 3 legislation from 2019. The Coordinator will work with regional school district partners to implement research-proven initiatives in Post-Secondary Access and Success funding through College, Career, and Military Readiness (CCMR) outcomes funding. Also, the Coordinator will support efforts to expand effective early learning and early literacy practices across regional school districts. In addition, the Coordinator will help amplify work at the state level in: teacher evaluation, compensation and strategic staffing through the Teacher Incentive Allotment; Additional Days School Year opportunity ("ADSY") for elementary schools; and other potential local funding and policy/practice changes to take advantage of state education funding policies. The Coordinator will meet regularly with statewide Impact Network staff to facilitate data collection, identify bright spots, and help in the dissemination of statewide tools and resources. The Coordinator will be also be responsible for creation and management of project contractual documents, budgets, logistics, deliverables and communications in working with school district partners to effectively implement state policy.

The Coordinator role requires strong organizational and facilitation skills, an understanding of local and state educational policy, schools district finances, exceptional attention to detail, as well as an ability to translate research into action. They must be able to work with and influence change in school districts through superintendents, CFO's, district leaders, and other staff. The Coordinator needs to exercise strong judgment in responding to questions, troubleshooting problems, and working with other team members. To be successful, the

Coordinator will need to build and maintain strong relationships with a variety of stakeholders, including other staff at E3 Alliance, our school district and higher education partners, policy leaders, state-wide learning networks and other partner organizations.

This role is an excellent opportunity for an individual who is passionate about advancing equity in education through collaborative improvement and possesses strong organizational and facilitation experience. Additionally, this role provides many opportunities to hone professional skills, build knowledge, and gain unique perspectives by working alongside ambitious colleagues and dynamic senior leaders.

**Primary Duties and Responsibilities:**

The Coordinator performs a wide range of duties including, but not limited to, the following:

- Provide leadership and project management for a two-year Central Texas Impact Network Initiative
- Develop and cultivate relationships with partner districts and other organizations in work related to the objectives of the Impact Network initiative, including up to 15 partner school districts, Austin Community College, regional 4-year IHE's, Educate Texas, and the Commit Partnership
- Recruit and convene Impact Networks made up of regional school districts working to effectively implement new legislative priorities
- Work with the E3 research team to provide data and context for Impact Network teams
- Support schools and school systems in tracking the success of their strategies while identifying students for intervention
- Identify "Bright Spots" or performance outliers that should be considered for replication
- Plan meetings and facilitate collaborations to drive action in improving educational outcomes for students in Central Texas
- Manage calendar invitations, complete meeting notes, and draft action items
- Manage grant activities, timelines and deliverables
- Work closely with partners to identify systemic challenges and bring to scale promising practice and policy changes using a collective impact framework
- Liaise with partners to identify and define dates, requirements, logistics, etc. for events, workshops, and trainings
- Assign tasks to internal team members and contractors and assist with schedule management
- Proactively communicate project tasks and due dates
- Make sure that partners' needs are met as projects evolve
- Monitor project progress and handle issues that arise
- Act as the point of contact and communicate project status to all participants
- Other projects and activities as prioritized by collective impact team

**The Coordinator will be responsible for and support as necessary other critical Project activities:**

- Tracking of Impact Network strategies and deliverables

- Progress reporting on Impact Network initiatives and strategies
- Creating and delivering formal presentation on initiatives, strategies and outcomes
- Tracking of expenses, budget to actual reporting and monitoring of contractual activities, as well as acting as overall fiscal manager for the projects following direction from the E3 COO

**Minimum Qualifications:**

- A Bachelor's Degree in Education or related field
- Experience in working in education delivery and/or administration, preferably in Central Texas
- Knowledge of practices and theory specific to education practice, specifically, improvement science focused on advancing equity in education
- Good working knowledge of College and Career Readiness Standards, and current counseling requirements for students, as well as student literacy
- Exceptional organizational skills and attention to detail
- Ability to draft effective, streamlined, and error-free communications
- Experience coordinating multiple projects with diverse stakeholders and tight deadlines
- Strong relationship-building skills with internal and external stakeholders
- Ability to take direction and complete tasks independently
- Experience in using data to drive decision-making
- Proven ability to establish and nurture relationships with key partners and stakeholders, including school districts, education experts, community nonprofits, and/or business leaders
- Strong facilitation skills with the ability to plan and conduct efficient meetings
- Recognition and respect for diversity of culture and background
- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive and Project Management tools

**Preferred Qualifications:**

- Master's Degree or equivalent preferred
- Established relationships with key partners, including school districts and education experts in Central Texas desired
- Established relationships with adjacent sector partners (housing, workforce, medical, etc.)
- Experience working with senior leaders
- Established relationships with educational institutions and community groups in Central Texas
- Work experience in a fast-paced, mission-driven work environment
- Good working knowledge of Teacher evaluation systems, college/career readiness practices and initiatives, and HB3 Early Learning initiatives and how they impact school district systems
- Experience with school district budgets and financial allocation practices

## **Compensation and Benefits**

The E3 Alliance is housed at founding partner Austin Community College District, and through this partnership utilizes ACC payroll and human resource systems. Therefore, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary based on experience and expertise, as well as comparable pay for similar positions at other non-profit institutions
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- This position is grant funded

## **Performance Expectations and Review**

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Ability to take guidance and supervision
- Compliance with E3 Alliance Policies and Procedures