

Position Announcement: Manager, Communications and Partnership



The [Colorado Education Initiative](#) (CEI) is seeking a **Manager, Communications and Partnership** to provide strategic communications support across the organization. The ideal candidate for this role brings creativity, strong organizational skills, and incredible attention to detail while balancing the need to be flexible and nimble in the execution of work. This candidate will help our team build out communications strategies to advance a movement and amplify our impact. The Manager, Communications and Partnership, will be able to effectively work with a range of stakeholders and will have the ability to translate our work into compelling stories. Deep knowledge of education, education systems, and education policy will be a critical requirement for this role. CEI is committed to language diversity in our communication and partnerships, so fluency in Spanish will be heavily weighted for all applicants. This position will report to the VP, Community Partnership, and will often require special direction from the CEO, especially during high impact conversations and timelines.

About Colorado Education Initiative

CEI envisions a future in which every student in Colorado is prepared and unafraid to succeed in school, work, and life. We believe that all students, without exception, deserve an education that serves their academic, personal, professional, entrepreneurial, and civic needs. This requires accelerating educational improvement and innovation across Colorado to reimagine the K-12 education system for the 21st century in a way that promotes and prioritizes equitable outcomes for students.

CEI is a statewide nonprofit that has worked with educators as an inspired and supportive partner on the ground in more than 150 urban, suburban, and rural school districts over the past decade. CEI has a multi-faceted role serving as implementation expert, innovation thought leader, and state-wide convener and trusted partner.

Of note, we are also on an organizational journey to more deeply prioritize diversity, equity, and inclusion in the work we support across Colorado. We have embedded promising practices in our culture and talent systems and are making a focused set of investments in the professional development of our team. We believe our work demands this because of the historic and current experiences in the school systems in which we operate and because we believe the outcomes we seek for students requires the prioritization of equity. In all roles, we welcome candidates who are eager to participate in and contribute to this work and whose lived experiences deepen our perspectives on the education system.

Responsibilities

- **Communications Systems Integration:**
 - Work with team members to maximize communications impact on various initiatives, with a special focus on CEI Design Commitments and major projects.
 - Develop creative content and support CEI team members to amplify stories of impact from across our work and effectively disseminate through appropriate communication channels.
 - Work with implementation and business development teams to design, create, and implement high-impact communications and materials.
 - Build out communication systems, infrastructure, and analytics to maximize audience targeting and reach.
 - Integrate our online resource system, The Hub, into CEI work and districts.
 - Lead the conversation with partners on development of The Hub and secure community ambassadors to expand Hub presence.

- **Policy & Analysis Support:**
 - Provide strategic support to CEO and President and VP, Community Partnership, on policy to CEI's mission and impact.
 - Work with various district partners and community organizations related to critical state policy.
 - Partner with the Data Team at CEI to utilize measures of impact to inform communications, policy, and partnership work and amplify our data work through communications.
- **Other Organizational Support:**
 - Support other teams and initiatives as needed with critical projects and priorities.

Qualifications

A successful candidate will have at least three years of experience with dynamic project management, ideally in a mission-oriented context. They will have extensive experience with communication tools and be familiar with how to develop strategic outreach systems. They will understand school and education policy with a passion for working with communities and partners. It will be essential for this individual to have a demonstrated ability to work with multiple teams to prioritize projects and rapidly produce deliverables for review and delivery. Moreover, the ideal candidate will constantly be working to synthesize and produce strategic integration across workstreams. They will be organized, detail oriented, an outstanding verbal and written communicator, and able to manage multiple projects simultaneously. A demonstrated interest in and commitment to public education is preferred. The person in this role must be available and willing to travel as needed.

Competencies

This position requires strong creativity, project management, organizational, interpersonal communication, collaboration, relationship building, multi-tasking skills, storytelling/story crafting, and the ability to anticipate and take initiative to predict and solve problems.

Compensation

- Full-time position
- Salary commensurate with experience in a range of \$55,000-\$75,000
- Competitive benefits package and some flexible scheduling available

To Apply

Please send a resume and cover letter to jobs@coloradoedinitiative.org. Applicants should indicate the position in the subject line of the email. The first round of applications will be reviewed on June 12, 2020 and the position will be filled as soon as a qualified candidate is identified. No phone calls, please.

The Colorado Education Initiative is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.