



Title: Director of Education
Reports to: Founder/CEO
Classification: Exempt
Supervises: Education Programs Manager

Position Overview:

The Director of Education leads the strategy and direction of education programs for The Representation Project and carries the organization's educational message to the national and international level. The Director of Education is responsible for leveraging existing Representation Project educational resources, as well as for leading the development of new content to support the expanded mission of the organization and messages of new films in production. We seek a senior leader with the demonstrated ability to build an effective team, design and implement innovative large-scale educational initiatives, convene and cultivate thought-leaders and partners, and create meaningful change in perspective and behavior one student, one caregiver, one teacher, and one classroom, at a time.

This position is based in Marin County, CA. Some travel will be required.

Director of Education - Primary Duties:

General

- Design and implement overall education strategy for the organization.
- Manage existing and new educational initiatives.
- Establish high-level partnerships in the education sector with high-impact institutions/organizations and individuals.
- Convene and cultivate councils of advisors.
- Promote the organization at educational conferences and convenings.
- Draft grant proposals to expand funding for The Representation Project's educational initiatives.

Curriculum and Content Development

- Manage updates to existing curriculum, and design new age-appropriate curricula for The Representation Project films, incorporating the latest advances in learning technology.
- Oversee development of partnerships around other educational content, such as best practices for teachers, parents, employers, caregivers, and coaches, as well as curricula, Discussion Guides, and Toolkits.
- Manage design and visibility of educational resources available on The Representation Project's website, including Teachers Corner, etc.
- Develop Train the Trainer curricula, to be used internally for staff and Board members and rolled out to Ambassador Program.
- With Distribution Director, set and meet goals for national and international curriculum distribution.

Other Tasks

PO Box 437 | Ross, CA 94957
Office (415) 233-4060 | Fax (415) 233-4082
www.missrepresentation.org

- In coordination with Communications Director, write and invite guests posts on education-related subjects on The Representation Project's blog.
- In partnership with Distribution department, coordinate training of participants in The Representation Project's Ambassador Program, building strong local advocates to continue education efforts nationwide.

Analysis and Evaluation

- Prepare quarterly reports & analytics around performance.

Qualifications:

- A minimum of 10 years' experience in education, adult education, afterschool or similar related field, with 5 years of demonstrated leadership or executive experience. Actual teaching experience a big plus.
- Master's Degree in a field relevant to education.
- Track record of innovation and success in both curriculum and business development.
- Experience managing, cultivating and sustaining high-profile relationships and partnerships.
- Community outreach experience, experience working with/in schools. Outreach experience to at-risk communities helpful.
- Adept with technology, particularly in a learning environment.
- Out of the box thinker, able to strategize, develop and execute big ideas.
- Superior writing and verbal communication skills
- Excellent project management skills