

## **Director**

Location: Flexible

Type of Vacancy: Full Time

### **SUMMARY OF ROLE:**

EdFuel is seeking a motivated, mission-driven individual who is passionate about supporting schools, districts, and education non-profits across the country in addressing their talent needs. Directors are responsible for leading holistic client engagements with a variety of partners to develop and strengthen their talent systems and build the capacity of all organizational leaders. This role will report to a Partner.

### **SUMMARY OF ORGANIZATION:**

EdFuel is a national talent management non-profit. Our mission is to support schools, districts, networks, and nonprofits in recruiting and retaining a diverse and highly qualified staff by building equitable and inclusive talent systems. We believe that these systems create the conditions necessary for staff and therefore, students to thrive. We do this by supporting organizations to implement talent systems including, but not limited to: competency mapping, recruitment, hiring, onboarding, professional development, performance evaluation, and compensation and benefits.

EdFuel is a growing start-up with a nimble, collaborative team. We pride ourselves in our ability to adapt to our partners' needs and provide affordable, actionable solutions to their most pressing talent challenges. As an employee at EdFuel you can expect flexibility, a high level of ownership and autonomy in your work, a team-wide commitment to sustainability, and the opportunity to work with smart, values driven people in an environment where everyone seeks to make each other better. EdFuel has an office in Washington, D.C. and remote staff in Atlanta, Brooklyn, Los Angeles, and Miami.

### **DIRECTOR ROLE AND RESPONSIBILITIES**

90% Talent system design and implementation

- Collaborate directly with organizational leaders such as Chief Executive Officers, Executive Directors, Chief Talent Officers, Heads of School to design effective solutions to organizational talent needs
- Research and develop best-in-class talent systems and structures in the areas of recruitment, onboarding, compensation and benefits, development, and evaluation for clients of all types and sizes
- Develop deep understanding of the context of organizational partners in order to provide meaningful solutions that have a lasting impact on students and staff

10% Support for strategic organizational functions

- Provide support to one or more Partners on a set of strategic organizational functions (e.g. marketing, finance, knowledge management) depending on interest and expertise
- Contribute to broader organizational strategy discussions
- Contribute to business development opportunities through ongoing client renewal efforts

### **QUALIFICATIONS**

- Bachelor's degree, with at least 4 years of work experience preferred
- Background in talent system design and implementation
- Extensive experience leading and managing complex projects
- Eagerness to work in a small start-up environment
- Strong relationship-building skills with proven ability to work with senior-level leaders
- Proven ability to take initiative and work in a fast-paced environment with ongoing change
- Ability to lead and manage multiple projects at a time

- Excellent oral and written communication skills, with a specific detail-orientation
- Ability to work across remote teams
- Willingness to travel (depending on the season, the role may include up to 25% travel)
- Shared commitment to EdFuel's organizational values, as described below
- Passion for education reform and equity for all students

#### **EDFUEL CORE VALUES**

- ❖ **Talent as a catalyst for change:** *We know that inspiring, talented leaders are the starting point for all effective change in the world.*
- ❖ **Diversity:** *We believe that the most effective leaders reflect and celebrate the diversity of their communities.*
- ❖ **Relentless pursuit of excellence:** *Our bar for quality is high because that is what students and partners deserve from us.*
- ❖ **Growth mindset:** *Continuous improvement is central to our mission.*
- ❖ **Collaboration:** *We believe that education will get better faster when we are dedicated to getting better together.*
- ❖ **Sustainability:** *We value the richness of everyone's experiences and we make time for those experiences. It's an important model for the work we are doing.*

#### **COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY**

At EdFuel, we believe that diversity makes us stronger and challenges us to think differently every day. EdFuel is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

#### **BENEFITS AND SALARY**

Salary for this position is nationally competitive. In addition, a comprehensive benefits package is included.

#### **TO APPLY**

Please submit your resume, a sample work product, and responses to the following prompts to [jobs@edfuel.org](mailto:jobs@edfuel.org) using the guidelines described below.

1. If you had to choose the single most important trait or skill for this role, which would you choose and why? Describe how you've demonstrated this skill or trait. (max 500 words)
2. Provide a sample work product that highlights your experience and qualifications for this role.
  - a. What guidelines or materials were you given in order to develop this work product?
  - b. Describe your role in producing the work product.

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