



Position: Director, Field Services
Location: Remote
Employment type: Full-time, Exempt
Reports to: Chief Strategy Officer
Direct reports: Senior Outreach Specialist, Outreach Specialist

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The inaugural Director of Field Services will lead the development of a multi-faceted strategy for reaching key audiences and ensuring that reports are used to make great decisions for students. With a laser focus on increasing the number of students that have access to quality instructional materials, the Director will identify partners including states, districts, and nonprofits that can best help advance this mission. EdReports already has an impressive track record of success in increasing awareness of the importance of quality materials, designing customized support for partners, and developing resources. We have documented use in over 700 districts and national surveys show that EdReports is the best known and utilized resource for supporting curriculum decision-making in the country.

The Director of Field Services will build on this success and expand the work in order to meet our ambitious impact goals. In the first year, they will partner with the Chief Strategy Officer, Chief Academic Officer, and Executive Director to develop a multi-year strategy for field services, institute new systems for tracking and staffing projects, project grant and contract revenue, and develop and cost out high quality services.

Key Responsibilities

Lead Organization's Strategy for Field Support Projects - 70%

Raise awareness of EdReports and the need for high-quality instructional materials, advance the use of EdReports reviews, and support local adoption practices (45%)

- With the Chief Strategy Officer, develop and oversee a portfolio of projects that advance our theory of action and lead to greater demand for high-quality instructional materials.
- Collaborate with the academic, communications, and impact teams to design and oversee the execution of multifaceted outreach campaigns.
- Ensure consistent, high-quality presentations and resources that comprise the base of EdReports' thought-leadership, field support projects, and related web assets.
- Work with the finance and development teams to create and track project budgets.
- Expand our service delivery offerings to reach new audiences, deepen existing partnerships, and increase impact.

Partner relations (25%)

- Proactively identify state, district, CMO, or nonprofit partners to raise awareness of the need for high quality instructional materials, advance the use of EdReports reviews as part of smart adoption processes, and support the development of rubrics and resources.
- Develop, oversee, and assign resources to execute a strategy for projecting, securing, and executing on revenue-generating initiatives.
- Represent EdReports with state and district decision-makers, policymakers, and nonprofits.

Organizational Leadership - 15%

- Supervise the outreach team, setting the annual team goals that will support the achievement of the organizational goals and strategic direction and managing a high-achieving team towards even greater impact.
- Contribute to the organizational strategy and governance as a member of the leadership team.

Knowledge Management and Organizational Learning - 15%

- Institute a feedback system from the experiences of stakeholders in the field with our reports and services to inform the short- and long-term development of EdReports services and products.
- Codify impact and learning from partnerships and translate into organizational strategy and organizational storytelling.
- Develop and then ensure execution of process to respond to RFPs, produce scopes of work, and staff projects.
- Oversee the collection and analysis of data to align resources and efforts to maximize EdReports' impact and reach.

Travel: Up to 25%

National travel will happen regularly throughout the year, as needed for partner relations, service delivery, organizational retreats, and professional learning.

Qualifications

- Passion for the EdReports' mission and vision;
- Deep expertise in the national curriculum, policy, and standards landscape;
- Demonstrated respect for elevating and promoting educator voice and educator leadership;
- A minimum of 10 years' experience in school districts, state departments of education, or technical assistance providers;
- 3+ years supervising teams, with a preference for candidates with experience leading multi-layered teams in either a start-up or growing environment;
- Demonstrated success in forming partnerships with states and districts, including prospecting and designing high quality scopes of work;
- Experience developing and enhancing a suite of products for use in the field;
- Passion for building systems and processes to support high quality service delivery, employee onboarding and impact tracking; and
- Experience overseeing budgets, projecting revenue, and staffing complex projects.

Core Competencies

ACCOUNTABILITY	
Framing/planning the work	Plans and effectively organizes more complex projects and tasks; Identifies and sets contingencies for possible roadblocks; and Systematically monitors / course-corrects plans and communicates changes proactively.
Timeliness	Always meets deadlines or delivers early; Communicates roadblocks, lessons learned for the learning of the organization; Adjusts plan to manage roadblocks and remain on schedule; and Supports others to have high quality and deliver on schedule.
Quality of work products	Work products (e.g. reports, documents, files, etc.) are Consistently audience-ready and accurate; and Has a consistent track record of being prepared and delivering work that meets or exceeds expectations.
ADAPTABILITY	
Ability to adjust	Changes work priorities to meet feedback and changing demands; Identifies how own work and formal responsibilities needs to adjust to meet the needs of the organization; Models thoughtful flexibility for peers and direct reports; and Understands changing circumstances and identifies impacts across the work, suggests and leads improvements to systems and processes to meet the demands of these changes.
Openness	Able to thoughtfully consider new ideas and different perspectives; Encourages individuals with different perspectives to share; Proactively creates space to solicit and discuss different perspectives; and Demonstrates the ability to change a strong perspective based on new ideas and different perspectives.
COLLABORATION	
Team-orientation	Focuses on accomplishing organizational goals rather than a personal agenda; Willing to take on additional tasks as needed to achieve shared objectives; Reflects upon team and organizational goals and process and own contributions to continuously improve team performance; and Appropriately assumes and completes additional tasks needed to achieve shared objectives.
Collaboration	Actively participates as a team member and shows willingness to contribute and be open to feedback; Identifies self and others' areas of expertise to ensure the right people are part of a team; Appropriately applies areas of expertise and steps back and encourages others to apply their areas of expertise;

	Is sought out by others as a collaborator on projects; and Promotes collaborative decision making processes and demonstrates ability to lead a team to reach consensus.
COMMUNICATION	
Written/Verbal communication	Communicates messages concisely; Consistently adjusts style and tone to suit the target audience; Participates comfortably in small group meetings, contributing where appropriate; Contributes to organizational messaging, succinctly and effectively expressing ideas; and Writes internal and external communications in a concise, clear, and professional manner that is always appropriate to the audience.
Verbal Communication	Engages in public speaking or participates actively and effectively in group meetings; and Is viewed by peers and others as an effective spokesperson for his or her field.
Inquiry and listening	Fully engages in both in-person and virtual settings; Uses open-ended questions to clarify understanding and gain information; Consistently uses thoughtful questions to advance the thinking of the team; and Thoughtfully weaves in others' contributions in ways that improve the quality of the work.
CULTURAL SENSITIVITY	
Valuing diversity	Demonstrates understanding that differences among team members contribute value to the environment; Models behaviors that support and increase equitable experiences for and inclusion of all team members; and Proactively considers ways to increase diverse viewpoints and representation across our work.
Advancing diversity and inclusion	Demonstrates awareness and understanding of own biases; Challenges personal biases; Offers observations about cultural proficiency within the organization.
GROWTH MINDSET	
Learning orientation	Takes initiative to expand knowledge and skills for self and colleagues; Often thinks about ways to perform duties more effectively; Regularly reflects on challenging situations as opportunities to identify learning opportunities; Engages others in reflection; Approaches self and others, including peers, direct reports, and supervisors, with a growth mindset; Ties personal growth and learning to organizational needs and goals.
Seeking, providing, and using feedback	Regularly seeks feedback and coaching to succeed in doing more complex work; Uses new information and experiences to identify opportunities to adjust work/and or professional style;

	Is attentive to growth of others at all levels and identifies ways to help them develop; and Commits to regular, two-way feedback with peers and supervisors.
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Leadership Competencies

DECISION-MAKING	
Gathering and interpreting data	Regularly identifies critical internal or external data needed to inform decision-making; Derives insights from data and makes suggestions based on findings; Advises team members on deriving insights from data; and Creates and implements systems to facilitate regular data review, reflection, insight generation, and continuous improvement.
Executing decisions	Makes necessary decisions in a timely manner even when information is limited or unclear; Considers implications of decisions and demonstrates follow through; Owns and stands by team decisions; Communicates decisions and gains buy-in from team and other related stakeholders; Considers both the long-term strategic direction and short-term outcomes of decisions; Shares the impact of past decisions with team to collectively guide future decision-making; and Holds team accountable for decisions and progress against them.
DEVELOPS AND MOTIVATES OTHERS	
Motivating/Inspiring	Looks for positive attributes and concretely reinforces them, Promoting confidence and optimistic attitudes; Provides a variety of motivational styles, as appropriate, to team members they supervise; and Motivates and inspires colleagues to achieve full potential through sharing success stories and learning from struggles.
Individual Coaching	Uses a range of tools and tactics to help staff of varying abilities grow; Stays informed of development opportunities and resources within the organization and links staff to them where appropriate; Effectively addresses marginal and unsatisfactory performance on their team; and Proven record of building capacity in others through coaching, modeling and feedback.
Conflict resolution	Addresses and manages conflict directly; Determines best path for mitigating fallout and takes steps to prevent future conflict; Takes ownership of impact of own behaviors on self and others and adjusts accordingly; Effectively defuses conflict and helps others to select appropriate venues and actions to address conflict; Promotes collaborative decision-making processes and demonstrates ability to reach team consensus.

Physical Requirements

Including, but not limited to standing and sitting for long periods of time; speaking loudly and clearly; seeing and hearing things both near and far away; and reaching, stooping, kneeling, and fine-finger and hand manipulation in use of a computer, chalkboard, dry erase board, or projector. Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading. This person will travel by car, air, or other transportation (as indicated above) and should be able to physically withstand the demands of frequent travel. Employee may be required to walk for long distances at event venues, conference and training locations, or other relevant sites.