



**Position:** Senior Specialist, Partnerships  
**Location:** Remote  
**Employment type:** Full-time, Exempt  
**Reports to:** Director, Field Services  
**Direct Reports:** Field Service Specialists, Program Manager

## **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 Senior Specialist, Partnerships will play a critical role in the success of EdReports. This individual will support the expansion of our work with states, districts, and other education organizations as part of the growing field services team. EdReports already has an impressive track record of success in increasing awareness of the importance of quality materials and designing customized support for partners and is poised for continued growth in direct services.

This individual will play a leadership role on the field services team and will work closely with the Director of Field Services on growth strategy, business development, codification of services, and people management. They will also spend a portion of their time leading projects with partners.

This position provides a unique opportunity for a seasoned manager and strategic thinker who is passionate about our mission, enjoys working with internal and external stakeholders at all levels, and wants to contribute to the success of a growing organization.

## **Key Responsibilities**

### Growth Strategy and Business Development – 50%

- Collaborate with the Director, Field Services on the growth and partnership strategy of the field services team;
- Conduct proactive outreach through the full cycle of business development, including conducting landscape analyses, building relationships with prospective partners, developing scopes of work, and shepherding new projects through the contracting process;
- Lead the team's strategy for responding to RFPs as a way to build awareness of EdReports resources and build relationships and analyze RFPs as a way to better understand district processes and priorities for instructional materials adoptions;
- Collaborate with other teams across the organization and lead team-wide projects to develop new services when EdReports expands to new areas;

- Partner with the communications and impact teams to gather and analyze data about the field to identify states and districts for proactive outreach and increase impact; and
- Maintain an understanding of competitive pricing and current market demand for support for instructional materials priorities.

#### Develop and Codify Services – 20%

- Develop collateral to introduce EdReports and showcase our services for potential partners;
- Design core presentations and other resources to bring consistency and efficiencies of scale to our services; and
- Work within and across teams to support team members to proactively develop base materials for new content areas and new service areas (e.g., high school science and interim assessment).

#### People Management – 15%

- Supervise a subset of the field services team; and
- Demonstrate an inclusive approach to leadership with a focus on supporting the growth, development, and professional success of your direct reports.

#### Strategic Partnerships with States and Districts – 15%

- Oversee project strategy and execution for a portfolio of state and district partnerships, to support the use of EdReports' resources during the selection and implementation of high-quality instructional materials; and
- Develop and maintain strong relationships with leaders within states and districts with which we partner, to ensure successful execution of those partnerships.

#### Other - As Assigned

- Contribute to the overall strategic direction and effectiveness of the organization; and
- Lead and support cross-functional teams on projects as needed.

#### **Travel:** Up to 25%

This is a primarily field-facing role with regular national travel throughout the year, as needed for partner relations, service delivery, organizational retreats, and professional learning. Travel cadence will vary across the year based on partner needs.

#### **Qualifications**

- Passion for the EdReports' mission and vision;
- Deep understanding of K-12 education and its political and policy landscape, including standards, curriculum, and textbook procurement and adoption;
- Demonstrated experience successfully managing diverse, inclusive teams that consistently meet goals;
- Demonstrated commitment to inclusive leadership and successfully developing direct reports to be successful in their role and be ready for desired growth opportunities;
- Experience supporting or leading instructional materials adoption processes as a technical assistance provider or as a process leader;
- Experience with business development, organizational growth strategy, and/or codification of services, preferred;
- Demonstrated ability to effectively lead multiple, complex, cross-functional projects;

- Ability to influence and motivate diverse stakeholders at all levels of the education system, including state, district, school, and teacher leaders;
- Demonstrated ability to synthesize data and present trends to inform organizational strategy;
- At least seven to ten years of professional experience in education and/or related fields; and
- Bachelor’s degree, required.

### **Core Competencies**

<b>ACCOUNTABILITY</b>	
<b>Framing/planning the work</b>	Develops plans for team or cross-team projects and adjusts to ensure successful implementation; Plans and effectively organizes more complex projects and tasks; and Identifies and sets contingencies for possible roadblocks.
<b>Timeliness</b>	Always meets deadlines or delivers early; Assesses if a roadblock will delay deadline and communicates any changes as needed; Proactively communicates; and Supports others to have high quality and deliver on schedule.
<b>Quality of work products</b>	Has a consistent track record of being prepared and delivering work that meets or exceeds expectations.
<b>ADAPTABILITY</b>	
<b>Ability to adjust</b>	Changes work priorities to meet feedback and changing demands; and Identifies how own work and formal responsibilities needs to adjust to meet the needs of the organization.
<b>Openness</b>	Able to thoughtfully consider new ideas and different perspectives; and Encourages individuals with different perspectives to share.
<b>COLLABORATION</b>	
<b>Team-orientation</b>	Reflects upon team and organizational goals and process and own contributions to continuously improve team performance; and Willing to take on additional tasks as needed to achieve shared objectives.
<b>Collaboration</b>	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; and demonstrates ability to lead a team to reach consensus.
<b>COMMUNICATION</b>	
<b>Written communication</b>	Gets messages across that instigate appropriate actions; and Writes internal and external communications in a concise, clear, and professional manner that is always appropriate to the audience.
<b>Verbal communication</b>	Utilizes techniques, such as silence, strategically to encourage others to expand their responses; Displays effective use of verbal and nonverbal cues; and participates actively and effectively in group meetings.
<b>Written and verbal communication</b>	Communicates messages concisely; and Consistently adjusts style and tone to suit the target audience.
<b>Inquiry and listening</b>	Fully engages in both in-person and virtual settings; Consistently uses thoughtful questions to advance the thinking of the team;

	and Thoughtfully weaves in others' contributions in ways that improve the quality of work.
<b>CULTURAL SENSITIVITY</b>	
<b>Valuing diversity</b>	Models behaviors that support and increase equitable experiences for and inclusion of all team members; Proactively considers ways to increase diverse viewpoints and representation across our work; and Shares appreciation of racial diversity.
<b>Advancing diversity and inclusion</b>	Challenges personal biases; Proactively seeks out diverse perspectives and relationships to advance the mission; and Models diversity and inclusion orientation in relationships with staff, families, and stakeholders.
<b>GROWTH MINDSET</b>	
<b>Learning orientation</b>	Takes initiative to expand knowledge and skills for self and colleagues; Consistently seeks to perform duties more effectively; Regularly reflects on challenging situations as opportunities to identify learning opportunities; and Ties personal growth and learning to organizational needs and goals.
<b>Seeking, providing and using feedback</b>	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; and Commits to regular, two-way feedback with peers and supervisors.

**Leadership Competencies**

<b>DECISION-MAKING</b>	
<b>Gathering and interpreting data</b>	Regularly identifies critical internal or external data needed to inform decision-making; and Creates and implements systems to facilitate regular data review, reflection, insight generation, and continuous improvement.
<b>Executing decisions</b>	Makes necessary decisions in a timely manner even when information is limited or unclear; Considers both the long-term strategic direction and short-term outcomes of decisions; Owns and stands by teams decisions; Communicates decisions and gains buy-in from team and other related stakeholders; and Holds team accountable for decisions and progress against them.
<b>DEVELOPS AND MOTIVATES OTHERS</b>	
<b>Motivating/Inspiring</b>	Looks for positive attributes and concretely reinforces them, promoting confidence and optimistic attitudes; and Motivates and inspires colleagues to achieve full potential through sharing success stories and learning from struggles.
<b>Individual coaching</b>	Uses a range of tools and tactics to help staff of varying abilities grow; Proven record of building capacity in others through coaching, modeling and feedback; and Effectively addresses marginal and unsatisfactory performance on his/her team.
<b>Conflict resolution</b>	Takes ownership of impact of own behaviors on self and others and adjusts accordingly; Promotes collaborative decision-making processes and demonstrates ability to reach team consensus; Effectively defuses conflict and helps others to select appropriate

	venues and actions to address conflict; and takes steps to prevent future conflict.
<b>EXTERNAL RELATIONSHIP BUILDER</b>	
<b>Building individual network</b>	Maintains relationships with board members, funders, and/or stakeholders; and Able to broker new relationships and negotiate partnerships with a priority on impact for the organization.
<b>Building agency influence</b>	Identifies new relationships that help fulfill the mission; Understands the stakeholder landscape; and Responds to and predicts stakeholder interests in a way that builds org effectiveness.
<b>INITIATIVE AND RESULTS-DRIVEN</b>	
<b>Planning for results</b>	Takes initiative to map our clear plans to achieve org-level goals and mitigate against risks; Creates new ideas and processes to address complex problems; and Guides clear decision-making processes and gets necessary input to support actions as needed.
<b>Executing to achieve results</b>	Drives swift action in response to changes in the internal environment; Modifies and adjusts as changes are implemented to ensure results are achieved; and Sets an example of being dependable and results-driven.
<b>ORGANIZATION AND SYSTEMS KNOWLEDGE</b>	
<b>Understanding the context</b>	Has nuanced understanding of the organization’s history and needs of the community served, and seeks out opportunities to deepen or expand that knowledge; and Understands overlap and interconnections of broad systems that impact populations served and seeks further understanding of changing context.
<b>Applying knowledge</b>	Communicates organization and system knowledge within his/her program/department to inspire others to increase impact on community served; and Identifies improvements to organizational systems that improve effectiveness.
<b>STRATEGIC THINKING</b>	
<b>Formulating strategy</b>	Suggest and implements strategies as appropriate based upon evidence and best practice; Weighs tradeoffs of decisions and strategic options from an organizational level; and Can create big ideas but also understands implementation and when to pause new ideas or implementation.
<b>Assessing impact and implementation</b>	Uses multiple types of inputs to identify opportunities to improve program or work and impact – including external information.

**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, and/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, and/or other relevant sites.