



Director of Organizational Strategy - August 2021

About SPED Strategies

SPED Strategies believes every student with a disability deserves a high quality education in an environment where they thrive. We support leaders across all levels of the education system and community by connecting the dots between policy, funding, and academics to advance outcomes for students with disabilities.

What You'll Do

Long-standing inequities have driven poor educational outcomes for students with disabilities. SPED Strategies is on a mission to change this. SPED Strategies has experienced rapid growth, and we are looking for someone who wants to bring their ideas, entrepreneurial spirit, and project management skills to our growing organization. The successful candidate will help SPED Strategies build the right internal management systems that will lead to sustained growth while maintaining our commitment to improving outcomes for students with disabilities.

The Director of Organizational Strategy will be responsible for:

- **Internal systems.** You will build and evolve internal systems that track progress, data and results for an extensive portfolio of projects (using Smartsheets). You will create and manage detailed project plans to track the progress of each client engagement, and workloads across staff. You will create and manage reporting on projects across the organization. Through these systems, you'll provide clear and organized insights into trends and emerging needs.
- **Systematizing engagements.** You will lead strategic work to systematize engagements with similar scopes. To do this, you'll create protocols, design evaluation methods, and refine communication norms that will create a high-standard of quality for engagements with multiple partners. You will develop the capacity of colleagues to provide a consistent level of high-quality support.
- **Organizational planning and development.** You will facilitate internal strategic planning and staff retreats. You'll support collaborative planning with the executive team as well as functional teams within the organization. You will serve as a thought partner to colleagues, help solve a variety of day-to-day issues, and generate creative solutions for internal and external improvements. You will support the development of SPED Strategies through

professional networks, and by sharing the latest evidence base and most innovative practices in education.

- **Communications.** You will work closely with the executive team to align internal and external communication with the team leaders across the organization.

What You Bring

SPED Strategies is looking for amazing people who believe in the full potential of students with disabilities, and the ability of systems to change to meet that potential. SPED Strategies may be the right fit if you are someone who is constantly learning and growing; are both comfortable with a team oriented environment and have an independent work ethic; and believe in the power of constructive collaboration to elevate our collective efforts.

The Director of Organizational Strategy will be someone who can:

- **Lead organizational planning:** You are able to manage large-scale program delivery efforts. You are able to both see the big picture and manage details. You know how and when to focus on key priorities. You use this lens to build systems to manage and communicate key metrics for multiple projects, priorities, and people. You should have a strong background in project management with a demonstrated ability to plan, organize, schedule, and budget in an efficient, productive manner.
- **Be a strategic thinker.** You know how to identify key questions and connections between the organization's strategic focus areas / priorities and the quality of implementation. You are able to design and improve internal systems and infrastructure to ensure a return on key strategic investments and position the organization for future sustainability and growth. You use these insights to communicate the big picture in an inspiring way.
- **Leverage strong analytical skills:** You must be able to build processes/systems to manage projects. You can analyze qualitative and quantitative data and draw insightful conclusions from it. You have a probing mind that is continuously challenging assumptions and pushing innovation.
- **Be flexible / adaptable:** You thrive in a fast-paced, entrepreneurial environment that requires you to adjust quickly to changing priorities and conditions. You enjoy responding to complexity and change, and know how to use ambiguity as an opportunity for innovation and advancement. You are excited to work in a new role, and know that role will evolve over time.
- **Always be proactive:** You act without being told what to do. When duty calls, you take matters into your own hands. You bring new ideas to the organization.

Experience

SPED Strategies is seeking a Director with a demonstrated commitment to improving outcomes for students with disabilities. The successful candidate will have:

- Bachelor's degree required; advanced degree is a plus

- 5+ years of experience in K-12 education
- 3+ years of experience in a leadership or management role (versus individual contributor)
- Experience building project management systems/tools, reports, and dashboards; very strong preference for experience with Smartsheets
- Experience in internal strategy and efficiency
- Efficient planning skills with demonstrated ability to manage competing priorities and a dynamic schedule
- Comfort with ambiguity and complexity; ability to assess challenges, identify flexible solutions, and adapt as necessary
- Strong oral and written communication skills
- Commitment to working through obstacles to achieve individual and team goals; track record of following through on all tasks, big or small

Location & Compensation

This is a full-time position located from a home office anywhere in the country with some (~10% - 15%) travel expected. The salary range for this position is \$70,000 - \$90,000. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience, qualifications, and in alignment with internal equity. We offer competitive benefits including a 401(K) with employer match, generous vacation time, family friendly policies, flexible work environments, and other benefits.

Equal Opportunity Employer

SPED Strategies is an equal opportunity employer. All applicants will be considered for employment without attention to disability, race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran status.

To Apply

The priority application deadline for this position is September 10, 2021. After that date, applications will be considered on a rolling basis. To apply please send a resume (no cover letter needed) to kristi@spedstrategies.com.