



California Labor Management Initiative (CA LMI) Program Manager



About Californians Dedicated to Education Foundation

CDE Foundation works as a trusted partner with state education leaders and entities to create, resource, and implement solutions that result in a strong and valued public education system that serves every student in California. CDE Foundation serves as the fiscal manager for the California Department of Education (CDE) providing means for philanthropy to invest directly in a public education system that serves nearly 6.2 million students.

We remain committed to seeing every child reach their full potential and strive to leverage our partnerships and expertise in service of a more racially just and educationally equitable teaching and learning landscape. We accomplish this mission in three ways:

- We CONVENE people and organizations to develop goals and innovative solutions to improve our state's public education system.
- We COMMUNICATE to build awareness and access to key resources.
- We CATALYZE new approaches to meet statewide goals, assembling and stewarding resources, including philanthropic investments in CDE and others, to invest in the development of innovative ideas and practices that can scale to advance public education.

For more information about our programs and work, please visit: www.cdefoundation.org

CA LMI Summary

CDE Foundation's California Labor Management Initiative (CA LMI) creates transparent, safe and inclusive convenings for district and county office labor-management teams to have crucial conversations that lead to authentic dialogue and collaborative problem solving. The convenings are designed as a shared learning and team building experience for school district and county office labor-management teams. Superintendents, administrators, classified union leaders, certificated union leaders and school board members have the unique opportunity to work together and develop plans to meet the needs of students, staff and communities.

The goal of the CA LMI is to make labor-management partnership an integral part of improving public schools and advancing equity in California. Since 2015 the CA LMI has convened over 175 district and county labor-management teams across California to advance collaboration and continuous improvement through peer learning networks and training. The CA LMI is guided by a steering committee that includes top leaders of our state education agencies and employee organizations.

Position Summary

CDE Foundation (CDEF) is seeking a Program Manager who will be primarily responsible for managing the CA LMI program giving detailed attention to program strategy, project coordination, and program implementation. This role will work closely with labor-management teams to problem-solve and learn collaboration strategies and facilitate professional learning opportunities. This work will lead the operational components of the CA LMI program which will include

contracting with districts and county offices, business operations such as oversight of invoices and payments, and tracking of participants and teams.

The Program Manager will report directly to the Director of CA LMI and will collaborate closely with CDE Foundation Operations Teams. This is a remote position and should be based in California as a member of the CDE Foundation team. Frequent travel will be required within California and other locations for coaching, program convenings and staff meetings.

We are seeking a Program Manager with strong communication, partnership, and project management skills, a meticulous eye for detail, a strategic mind capable of big-picture thinking, and a commitment to educational equity for *all* students and staff.

Primary Responsibilities

Project Management

- Management of CA LMI professional development convenings including the Summer Institute and Regional Convenings
- Management of CA LMI coaching contracts
- Oversee creation, approval and monitoring of contracts with consultants and MOUs with partner organizations.
- Design and carry out a comprehensive outreach strategy to deepen and diversify engagement with CA LMI stakeholders and participants.
- Collect and analyze partner engagement data
- Coordinate content and participation in other CA LMI stakeholder convenings.
- Oversee invoicing and payment of subcontractors in coordination with the finance and operations team.
- Communicate internally with CDE Foundation colleagues regarding connections between this project and CDE Foundation program areas, partnerships, and other initiatives to ensure continued alignment.
- Engage with other CDE Foundation colleagues in staff retreats, capacity-building opportunities, and peer mentoring
- Other duties as assigned.

Program Development/Support

- Work closely with the CA LMI Project Director to develop and implement systems for professional collaboration in school systems and labor management teams.
- Manage planning and execution of several core elements, including Steering Committee and Practitioner Committee.
- Contribute to content ideation, creation and facilitation.
- Lead on-site presence of above elements and others as needed.

Skills/Knowledge/Background Desired

- Organizational: Outstanding project management skills and attention to detail, with a proven ability to create and execute complex project plans on time and within budget alongside colleagues and external partners. Process improvement experience is a plus.

- **Strategic:** Ability to think and execute strategically, anticipate future consequences and trends, and incorporate them into project plans and partner relationships.
- **Content Expertise:** Knowledge of California public education systems and structures, with background in Team Development and /or professional learning preferred.
- **Communication:** Excellent written, verbal, and interpersonal communication skills, as well as presentation experience.
- **Technology:** Proficiency with Microsoft Office suite and online cloud systems; web streaming/webinar, social media, and/or graphic design abilities a plus.
- **Data Analytics:** Experience using Excel for moderate data analytics preferred.
- **Problem Solving:** Ability to quickly assess issues and opportunities at hand and use sound judgment to determine appropriate course of action.
- **Flexibility and Adaptability:** Skill in managing changing priorities, timelines, and ad hoc requests from colleagues and external stakeholders. Able to work independently and cooperatively in a team setting with our small and dynamic staff, remotely and in person.
- **People Savvy:** Comfort and skill in communicating and interacting with a range of stakeholders, including off-site staff, board members, donors, external vendors, and partner organization leadership. Proven track record of successful partner relationship management and collaboration.
- **Mission and Values Alignment:** Desire to work in an organization that makes a positive difference, particularly in California public education. Commitment to far-reaching, equitable, and inclusive impact. Ability to thrive in a fast-paced, collaborative, feedback-driven learning environment.
- **Preparation:** At least 3-5 years work experience in non-profit, education policy, public administration or related field. Bachelor's degree strongly preferred, with graduate degree or equivalent experience a plus.

Salary and Benefits

The salary range for the CA LMI Program Manager is: \$80,000-\$90,000. CDE Foundation offers a full range of benefits for employees and their qualified dependents through Gusto, including but not limited to, the following:

- 100% coverage of employee health benefit premiums
- A company-sponsored 401K plan through Vestwell
- 15 days of vacation per 12 months of full-time employment, with eligibility for higher accrual levels after 24 months.
- 19 company holidays, including several state and federal observances, and the week between Christmas and New Year's Day
- Annual sick leave entitlement of 72 hours (equivalent of 9 days).
- Jury Duty and Bereavement leave.

How to Apply

Please submit a resume and cover letter to gustavo@cdefoundation.org by May 26, 2023.

Californians Dedicated to Education Foundation is an Equal Opportunity Employer. Applicants who contribute to a diverse work environment are strongly encouraged to apply.