



# CA Labor Management Initiative (CA LMI)

## CA LMI Associate Director

### **About Californians Dedicated to Education (CDE 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](http://www.cdefoundation.org)

### **About CA LMI**

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 an **Associate Director** who will provide strategic leadership and oversight for the CA LMI program. This position will be primarily responsible for advancing program strategy, ensuring effective coordination, and overseeing successful implementation. The Associate Director will work closely with labor-management teams to strengthen collaboration, develop innovative problem-solving approaches, and facilitate high-quality professional learning opportunities that promote shared leadership and systemic improvement.



# CA Labor Management Initiative (CA LMI)

The Associate Director will oversee the operational components of the CA LMI program. This includes partnership development with districts and county offices of education, contract and budget management, and tracking participant data and outcomes. This individual will play a key role in guiding the program's direction, aligning goals with CDEF's mission, and ensuring measurable impact across the state.

The Associate Director will report directly to the Director of CA LMI and collaborate closely with CDE Foundation's Operations and Program Teams. This is a remote position based in California, requiring frequent in-state travel and occasional out-of-state travel for coaching, program convenings, and staff meetings.

We are seeking an Associate Director with demonstrated experience in strategic leadership, partnership building, and program management—a collaborative professional who brings excellent communication skills, a deep commitment to educational equity, and the ability to balance both strategic vision and operational execution to advance the mission of the CA LMI program.

## **Primary Responsibilities**

### **Strategic and Program Leadership**

- Collaborate with the CA LMI Director to shape and implement a strategic vision for statewide labor-management collaboration and professional learning.
- Serve as a thought partner in designing CA LMI's long-term goals, and impact framework.
- Lead coordination with labor-management teams to identify needs, foster collaboration, and strengthen capacity for sustained partnership and improvement.
- Represent CA LMI and CDEF at external meetings, presentations, and stakeholder convenings.

### **Program Management and Operations**

- Oversee the planning, logistics, and delivery of CA LMI professional learning convenings, including the Summer Institute and Regional Convenings.
- Manage contracts and relationships with consultants, coaches, and partner organizations, ensuring clarity of scope, deliverables, and fiscal accountability.
- Track program budgets, invoices, and expenditures in collaboration with finance and operations teams.
- Monitor progress and engagement, using data to inform continuous improvement.

### **Partnership Development and Communication**

- Build and sustain relationships with education, labor, and community partners.
- Implement outreach strategies to diversify and deepen participation across regions and stakeholder groups.

### **Content and Professional Learning**

- Contribute to the design and facilitation of professional learning sessions and leadership development experiences..
- Stay informed on emerging trends, research and best practices in labor-management collaboration, educational leadership, and systems improvement to enhance program quality.

### **Organizational Collaboration**

- Collaborate across CDEF programs to identify shared opportunities for impact.
- Participate in organizational initiatives, retreats, and capacity-building efforts.
- Ensure alignment between CA LMI and CDEF's broader mission and partnerships.
- Other duties as assigned.



# CA Labor Management Initiative (CA LMI)

## Qualifications and Desired Experience

### Education and Experience

- Bachelor's degree required; graduate degree in education, public administration, or related field preferred.
- Minimum 5–7 years of progressive experience in education, nonprofit management, or public sector leadership, including experience with program or people management.
- Experience leading complex, multi-stakeholder initiatives or partnerships.

### Skills and Competencies

- **Leadership:** Ability to lead collaboratively, influence without authority, and guide teams toward shared goals.
- **Strategic Thinking:** Ability to translate vision into actionable steps through systems-level planning.
- **Project and Operations Management:** Strong organizational skills with the ability to manage multiple priorities, budgets, and timelines.
- **Communication:** Excellent written, verbal, and presentation skills; comfort representing the organization to diverse audiences.
- **Partnership Building:** Demonstrated success cultivating and sustaining relationships across diverse stakeholder groups, including off-site staff, board members, donors, external vendors, and partner organization leadership.
- **Equity and Inclusion:** Deep commitment to advancing educational equity and fostering inclusive collaboration practices.
- **Technology and Data:** Proficiency with Microsoft Office Suite, and online cloud systems; web streaming/webinar, social media, and/or graphic design abilities. Comfort with data analysis and program reporting.
- **Content Expertise:** Knowledge of California's public education systems, with experience in team development and professional learning preferred.
- **Problem Solving:** Ability to assess issues quickly and exercise sound judgment in a dynamic environment.
- **Flexibility and Adaptability:** Skilled in managing shifting priorities, timelines, and ad hoc requests from colleagues and external partners. Able to work both independently and collaboratively in a small, fast-paced team environment—across remote and in-person settings.

## Work Environment

This position requires some travel to attend meetings/retreats, events, and residencies. The Associate Director will work closely with a range of internal and external partners and stakeholders. Primarily remote with some in-person events. Must be comfortable working in both virtual and in-person settings.

## Salary & Benefits:

The salary range for the CA LMI Associate Director is: \$95,000 - \$105,000. The 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.



## CA Labor Management Initiative (CA LMI)

### How to Apply

Californians Dedicated to Education Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We will work hard to ensure diverse slates of candidates for openings at our organization.

Interested candidates should submit their resume and cover letter to [info@cdefoundation.org](mailto:info@cdefoundation.org). **Applications received by October 31, 2025** will receive full consideration; however, the position will remain open until filled.