



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

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 play a key leadership role in supporting the development and execution of statewide convenings, professional learning opportunities, and stakeholder engagement efforts. This position will be primarily responsible for advancing program strategy, ensuring effective coordination, and overseeing successful implementation. The Associate Director will work closely with districts and county office 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.



The Associate Director will oversee the operational components of the CA LMI program. This includes partnership development, event coordination, coaching contracts, budget management and strategic initiatives. This individual will play a key role in communications, outreach, and data analysis.

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, requiring frequent travel for statewide convening, coaching sessions, program convenings, stakeholder engagement 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 and Associate 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.
- Act as an on-site coach of at least three coaching contracts, ensuring the delivery of high quality support to labor-management teams.
- Manage contracts and relationships with consultants, coaches, and partner organizations, ensuring clarity of scope, deliverables, and fiscal accountability.
- Track program budgets, contracts, and expenditures in collaboration with finance and operations teams. Ensure timely invoicing and payments.
- Monitor and evaluate coaching impact through participant feedback and data collection.
- Monitor progress and engagement, using data to inform continuous improvement.
- Assist in grant writing and compliance efforts.

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.
- Develop and implement communication strategies to promote CA LMI's work and engage stakeholders.
- Contribute to content development, including toolkits, reports, training materials, and digital resources.



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.

Qualifications and Desired Experience

Education and Experience

- Bachelor's degree required in education, public administration, communications, nonprofit management, or related field (Master's preferred).
- Minimum 5+ years of experience in education, labor-management collaboration, nonprofit management, or public sector leadership, including experience with program or people management.
- Experience managing coaching contracts or providing director coaching services in an educational setting.
- Experience with budget monitoring and financial oversight for contracts.
- Experience working in public education settings is highly desirable.
- Proficiency with technology, virtual collaboration tools, and data tracking systems.
- Ability to travel a minimum of 25% of the time for meetings, convenings, coaching and staff retreats.

Skills and Competencies

- **Leadership:** Ability to lead collaboratively, influence without authority, and guide teams toward shared goals.
- **Strategic Thinking:** Ability to contribute to strategic planning efforts and implement initiatives that align with CA LMI's mission.
- **Project and Operations Management:** Ability to manage multiple initiatives, coordinate logistics, and oversee program execution. 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 labor leaders, educators, school boards, and CDEF staff.
- **Equity Mindset:** Commitment to implementing and leading culturally and linguistically professional learning. Advancing diversity, equity and inclusion in the workplace.
- **Technology and Data:** Experience collecting and analyzing data to assess impact and inform decision-making.
- **Coaching & Facilitation:** Experience providing coaching or overseeing contacts to support professional learning.
- **Innovation:** Strong drive for innovation and continuous improvement in labor management.
- **Problem Solving:** Creative and proactive approach to addressing challenges in program implementation.
- **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 is primarily remote, with required travel for statewide convenings, coaching sessions, and stakeholder engagement. The Associate Director will work closely with internal and external partners 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.

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. **Applications received by August 28, 2026** will receive full consideration; however, the position will remain open until filled.