About Education Opens Doors:

Education Opens Doors (EOD) turns college aspiration into reality by empowering at-risk students with the college knowledge and soft-skills needed to purposefully navigate through high school to college. EOD achieves this by partnering with middle and high schools across Dallas to implement the Roadmap to Success (RTS) Program.

The Roadmap to Success Program evolved from the joint passion and efforts of several Teach For America Dallas-Fort Worth alumni led by the entrepreneurial vision of Jayda Batchelder. In 2010, Jayda spearheaded the creation of the RTS Program after seeing firsthand the gap in college knowledge and non-cognitive skills for middle and high school students. She and her colleagues were faced with the reality that content mastery alone did not adequately prepare their students for success. They searched for a resource or program to meet this need, and when they realized one did not exist, they developed the Roadmap to Success student manual. Given the glaring unmet need in Dallas, and the success of the program in raising students’ self-expectations as well as college and career knowledge in her own classroom, Jayda founded EOD in June 2012 and began piloting the comprehensive RTS program with students in Spring 2013. Since that time, our organization has grown to 7 staff members, and established partnerships with 35 Dallas schools, empowering over 15,000 students in the region through targeted partnerships with public and charter schools, as well as after-school and mentor organizations.

The cornerstone of the Roadmap to Success Program is a self-guided student manual titled Roadmap to Success. Our work is aimed at increasing students’ college expectations and attainability. The manual is composed of college and career knowledge, as well as soft skills not taught in traditional academic courses. We provide interactive curriculum addressing topics such as planning for high school, calculating GPA, interviewing, creating resumes, exploring post-secondary options and careers, and applying for financial aid. Using a train-the-trainer model, Education Opens Doors provides our partners with yearlong program support including professional development for teachers and continued bi-weekly in-school support, correlating instructional tools delivered via engaging PowerPoint presentations and lesson plans, and outcomes-based data collection and analysis.

I. SUMMARY

Education Opens Doors is seeking two (2) Impact Managers to join our highly motivated and collaborative team for the 2016-17 School Year. The responsibilities and qualifications for the Impact Manager position are listed below.

II. IMPACT MANAGER POSITION SUMMARY

The Impact Manager will join a driven, dynamic, and growing team, who are currently supporting 175 teachers and over 5,200 students across North Texas with the life-changing Roadmap to Success Program. The Impact Manager is responsible for supervising the effective implementation of the Roadmap to Success Program and collaborating with the team to continuously grow the impact of the program and organization.
Additionally, each Impact Manager oversees specialty areas within the organization. In a given week, an Impact Manager will spend between 30%-50% of their time managing their specialty area and projects which provide a unique opportunity to be both in the community supporting programs as well as leading organizational initiatives and priority projects. Current Impact Manager specialties include Strategic Partnerships, Data & Evaluation, Curriculum, and Operations. For the coming academic year, EOD is looking for Impact Manager candidates with interest in the following specialty areas:

- Curriculum Development and Research
- Community Liaison
- Parent Engagement
- Social Media and Marketing
- Education Technology and Innovation

**Impact Manager Responsibilities**

1) **Year-Long, On-Site Teacher Support**
   - Cultivate positive relationships with school administrators and program teachers
   - Prepare and execute professional development for teachers (“train the trainer”)  
   - Manage logistics for the successful program launch and close of assigned program sites  
   - Conduct ongoing program site visits and track lesson observations for program fidelity
   - Provide meaningful, timely support to teachers throughout academic year
   - Obtain feedback from teachers, students, administrators, and other stakeholders  
   - Drive program goals and results by making data-informed decisions
   - Document implementation (photos, video, etc.) and best practices
   - Lead meetings with principals to prospect and secure future partnerships

2) **Roadmap to Success Program Support**
   - Collaborate with Impact Manager Team and Curriculum Specialist to continuously evaluate curriculum and improve The Roadmap to Success Program
   - Tailor the sequencing of lessons and materials for program sites as needed
   - Support the Data and Evaluation Specialist with delivery and collection of student, teacher, administrator, and parent assessments and surveys
   - Collaborate with EOD Team to plan and execute events and fundraisers as needed

**Impact Manager Qualifications & Mindsets**

1) **Required qualifications**
   - Demonstrated success in motivating adults and students to action
   - Demonstrated success in building and sustaining meaningful community partnerships and collaborations
   - Experience working under tight deadlines with high level of personal accountability for the quality and impact of work
   - Strong organizational skills, including the ability to manage multiple projects independently
● Excellent communication skills across a variety of mediums
● Exceptional computer skills (e.g. Microsoft Office Suite) and experience collaborating virtually (e.g. Google Docs, Box, Smartsheet, Salesforce)
● Availability to work occasional nights and weekends

2) **Preferred qualifications**
● Exemplary ability to think critically and synthesize data to make decisions
● Experience working with people from a variety of demographic backgrounds (race, ethnicity, gender, class, etc.)
● Experience developing objective-driven, practice-based learning activities for students and parents
● Strong understanding and analysis of timely issues affecting education, including the opportunity gap, access to resources, district zoning, and large district politics.
● Experience developing both online and in-person education activities

3) **Mindsets**
● Proactive Collaborator, willing to propose solutions and ideas to challenges based on expertise, debate their merits, and make final recommendations
● Excited to work in a fast-moving small team environment, where each staff person assumes multiple responsibilities while striving to achieve shared goals
● Possesses a diverse skill set and curious attitude about learning new skills
● Committed to social, economic and racial justice
● Positive approach, can-do attitude, and a sense of humor
● Enjoys an “all-in,” start-up, non-traditional work culture
● Self-reflective and open to receiving and giving ongoing feedback

III. **BENEFITS AND SALARY**

Salaries for these positions are competitive and depend on prior experience.

Interested and qualified applicants should submit a cover letter, résumé, and a minimum of two references to:
E-mail: employment@educationopensdoors.org
Or
Education Opens Doors, Impact Manager Search
P.O. Box 601971
Dallas, Texas 75360
Attn: Jayda Batchelder, Founding Executive Director

*Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.*

**DEADLINE TO APPLY:** May 8th, 2016