

	<p>Surge Institute – Manager, Oakland Program</p>
<p>Organizational Description</p>	<p>Founded in 2014, The Surge Institute inspires and increases the trajectory of emerging education leaders of color so that they may bring new ideas, perspectives, and solutions that positively impact the landscape of education.</p> <p>The Surge Fellowship, the flagship program of the Surge Institute, is a one-year cohort-based fellowship program for emerging leaders of color in education.</p> <p>The vision of the Fellowship is to dramatically change the face of leadership in education reform by training, supporting, connecting and elevating high-capacity African-American and Latino leaders across organizations seeking to dramatically improve education options and outcomes for low-income children.</p> <p>We believe that increasing the number of highly effective and prepared leaders of color in education reform efforts will impact sustainability of those efforts to increase high quality education options for children of color. Leaders who have a sense of shared experience with the communities and children served are more likely to build and lead organizations in a culturally competent and sensitive way, thereby increasing the likelihood of communities seeing themselves as shared owners of the work to dramatically improve access to high-quality education for their children.</p> <p>With two successful Chicago cohorts completed and a third in progress, Surge is growing and seeking new talent to support growth, ensure impact and maintain a commitment to excellence in execution. Surge’s growth includes an expansion of the current Chicago program and extension into Oakland and other new markets. This is an exciting time for Surge and we hope to find motivated, disciplined, mission-driven individuals to join our team!</p>
<p>Position Objective</p>	<p>The Manager, Oakland Program for the Surge Institute is responsible for excellent execution of the Surge Fellowship program within Oakland – this includes program delivery and evaluation and Fellow selection and recruitment. S/he will collaborate with the regional Executive Director to develop and deliver the Surge Fellowship in the region, and will also collaborate with the Vice President, National Programs to implement and modify the curriculum as necessary for the local market.</p>

<p>Essential Functions –</p>	<p>Program Delivery/Administration</p> <ul style="list-style-type: none"> ● Successfully execute all Fellowship program elements (cohort sessions, guest speakers, 360 feedback execution, executive coaching and capstone projects) ● Lead project planning for each session ● Ensure ongoing programmatic excellence with a focus on quality control ● Communicate effectively with Fellows and guests/speakers ● Develop systems and tools to ensure proper documentation and accessibility ● Collaborate to create and deliver alumni programming and engagement <p>Fellow Selection</p> <ul style="list-style-type: none"> ● Build and maintain relationships with prospective Fellows ● Lead process to identify and select high-quality Fellows <p>Recruiting</p> <ul style="list-style-type: none"> ● Support development of relationships with local education organizations and leaders ● Manage cross-functional team to lead recruiting process (includes marketing, event planning, etc.) <p>Relationship Development</p> <ul style="list-style-type: none"> ● Maintain relationship with Fellows and regional alumni ● Ensure connection among Fellows which allows them to establish cohort identity, hold each other accountable for success and support each other’s professional growth <p>Other</p> <ul style="list-style-type: none"> ● Collaborate with Executive Director to track and report metrics ● Other duties as assigned
<p>Education & Experience</p>	<ul style="list-style-type: none"> - History of successful collaboration with communities of color in the East Bay - A successful history of project management and program delivery - Experience in adult education or professional development - Experience in recruiting or talent acquisition - At least 8 years work experience in program administration, operations, program design or related field

	<ul style="list-style-type: none"> - At least 3 years of teaching or school-based experience desired - Bachelor’s degree required in education, business, or relevant field
Personal Characteristics	<ul style="list-style-type: none"> - A passion for and connection with communities of color in Oakland and the East Bay - A passion and commitment to transforming K-12 public education - Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done - Fervent attention to detail and ability to manage multiple priorities - Strong communications skills – verbal and written - Strong facilitation skills - Relationship builder – must be keeper of the culture with the Fellowship - Creative problem-solver and ability to adjust ‘on the fly’ - A good sense of humor, humility, positive attitude, and high degree of flexibility, dedication, resourcefulness, energy, and creativity - Ability to understand and LIVE the mission and brand of the Surge Institute
Compensation	Competitive with skills and experience. The Surge Institute offers a competitive benefits package.
# of Direct Reports	0
Reports To	Executive Director of Oakland with strong collaboration with VP, National Programs
Location	Oakland, California
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.

Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically, and ideally before January 26, 2018 to talent@surgeinstitute.org. The review of applications will begin immediately and will continue through the due date.



The Surge Institute does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.