



## Impact Manager Role

Education Opens Doors is seeking between one (1) to three (3) Impact Managers to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the Impact Manager position are listed below.

### About Us

Founded in 2012, Education Opens Doors equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

### Education Opens Doors Core Values

- ★ Purpose Driven
- ★ Equitable
- ★ Life-long Learners
- ★ Empathetic
- ★ Innovative

### Role Summary

The Impact Manager will join a driven, dynamic, and growing team, who are currently supporting nearly 120 educators and over 12,000 students across Texas with the life-changing Education Opens Doors Program. The Impact Manager is responsible for supervising the effective implementation of the Education Opens Doors Program and collaborating with the team to continuously grow the impact of the program and organization.

### *Partner and Relationship Manager*

- Cultivate positive relationships with school administrators and program teachers
- Prepare and deliver professional learning and training to teachers (“train the trainer”)
- Manage logistics and communication for the successful program launch and close of assigned program sites
- Actively support all EOD teachers and administrators by managing our learning management system including hosting training, troubleshooting errors, etc.
- Conduct ongoing classroom observations and/or virtual support to track program fidelity
- Provide meaningful, timely support to teachers throughout the academic year
- Obtain feedback from teachers, students, administrators, and other stakeholders
- Drive program goals and results by making data-informed decisions



- Lead meetings with stakeholders to both nurture existing relationships and prospect future partnerships
- Support Director of Programs with retention and satisfaction of teachers, schools, and districts
- Support Director of Strategic Partnerships with increasing Education Opens Doors presence in schools and districts

#### *Program and Team Support*

- Collaborate with Impact Manager Team to continuously evaluate best practices and improve the implementation of the program
- Support EOD's culture of Advancement by planning and executing stakeholder site visits, events, and fundraisers as needed
- Collaborate on projects with the Digital Program Team to improve our virtual programming ensuring EOD remains the premiere college and career readiness program of choice.
- Engage in a culture of life-long learning through setting diversity, equity and inclusion goals and exploring how to further cultivate anti-racist systems, structures and individuals.

#### Required qualifications

- 2+ full-time years working in a school setting or relevant experience
- Demonstrated success in influencing and motivating adults
- Demonstrated success in building and sustaining meaningful community partnerships
- Strong organizational skills, including the ability to manage multiple projects independently
- Ability to produce quality work under tight deadlines with minimal oversight
- Excellent written and verbal communication skills across a variety of mediums
- Excellent presentation and facilitation skills
- Proficiency in the following software: Microsoft Office Suite, Zoom, Google Drive
- Availability to work occasional nights and weekends for external events

#### Preferred qualifications

- Experience working as an educator or with educators
- Experience working in sales or customer service
- Exemplary ability to think critically and synthesize data to make decisions
- Experience working with people from underrepresented demographic backgrounds (race, ethnicity, gender, sexual orientation, class, etc.)
- Strong understanding and analysis of timely issues affecting education, including the opportunity gap, access to resources, district zoning, and large district politics
- Proficiency in the following software: Box, Salesforce, Brightspace

#### Mindsets

- Mission Oriented: Committed to social, economic, and racial justice
- Driven: Possesses a diverse skill set and is proactive about learning new skills
- Collaborative: Willing to propose ideas and solutions to challenges based on expertise, debate their merits, and make final recommendations



- Adaptable: Excited to work in a fast-moving small team environment where each staff person assumes multiple responsibilities while striving to achieve shared goals
- Self-reflective: Open to receiving and giving ongoing feedback
- Positive: Passionate, sense of humor, open to adventure, fun

### Benefits & Salary

We offer a competitive compensation and benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexplace, professional development stipend, and more. We also offer a generous vacation package and the opportunity to work with a dynamic team of change makers. **Starting salary: \$56,000**

### Application Instructions

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org). Incomplete submissions will not be considered.

Any questions can be directed to [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org).

### Equity Statement

*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. LGBTQ+ individuals and people of color are strongly encouraged to apply.*