



Implementation Manager Role

Education Opens Doors is seeking an Implementation Manager to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the Implementation Manager position are listed below. This role requires in person support and being local to Dallas as well as potential travel to partner sites in other states.

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 Implementation 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 Implementation 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. Implementation Managers will provide elevated support to teachers based on their previous teaching and/or education expertise as well as manage relationships with key campus/district stakeholders.

Partner and Relationship Manager

- Cultivate positive relationships with school administrators, campus level Points of Contact and program teachers
- Prepare and deliver EOD-specific professional learning and training to teachers (“train the trainer”)
- Lead, strategize, and manage logistics and communication for the successful program launch, implementation and close of assigned program sites

- o Ensure pre/post surveys AND assessments for students and teachers are completed as part of the implementation process
- Actively support all EOD teachers and administrators in the use of our learning management system including hosting training, troubleshooting errors, etc.
- Conduct ongoing classroom check-ins (in-person and/or virtual) to track program fidelity and feedback/resources on the quarterly, monthly or weekly basis depending on the partners
- Provide meaningful, timely support to teachers throughout the academic year
- Obtain feedback from teachers, students, administrators, and other stakeholders
 - o Share feedback collect with Direct Service team and Digital Program Team
- Drive program goals and results as directed by (Senior) Director of Programs
- Support (Senior) Director of Programs and Senior Director of External Affairs with retention and satisfaction of teachers, schools, and districts
 - o Own relationships with principals and/or campus level point of contacts post-hand off from the Partnerships Team to ensure they are regularly informed of campus implementation, progress and/or escalation
 - Focus on strategy, agenda creation, facilitation, and follow up on meetings
 - Share progress updates, data findings, escalation, etc.
 - Coordinate dates for Implementation Staff to come to campus for campus visits, observations, and or site visits
 - o Lean into relationship building and maintenance with campus level decision-makers to inform and influence partner retention/renewal strategy
- Lead meetings with stakeholders to nurture existing relationships and support External Affairs as needed
 - o Support Senior Director of External Affairs and/or Partnership Manager(s) with increasing Education Opens Doors presence in schools and districts
 - o Lean into the programmatic angle of thought partnership and strategy with the External Affairs and/or Partnerships Teams as needed

Program and Team Support

- Collaborate with other Implementation Coordinator(s) and/or Implementation Manager(s) Team to continuously evaluate best practices and improve the implementation of the program alongside the (Senior) Director of Programs
 - o Own *internal* content creation, maintenance and elevation including but limited to:
 - Supporting and training Implementation Coordinators as needed
 - Internal onboarding in regards to making sure any staff in any department understand how the program works and how Direct Service roles operate
 - o Own *external* content creation, maintenance and elevation including but limited to:
 - Implementation Kick-Off Training for teachers
 - Teacher Midyear Trainings as needed
 - Teacher LMS Update Training
 - o Own event planning and coordinating responsibilities as needed for site visits, focus groups, etc. as needed



- Support EOD's culture of Advancement in the strategy, planning and execution of stakeholder site visits, events, and fundraisers as needed
 - Be a go-to internal resource for the External Affairs and Leadership Team to support externally with EOD buy-in, Marketing, and serving as EOD Ambassador at events, conferences, etc.
- Co-lead and collaborate and on projects with the Digital Program Team to improve our data, curriculum and program including but not limited to:
 - Provide elevated LMS and/or Helpdesk Support as needed
 - Collect program data and support with data analysis process as needed
 - Use data to inform programmatic support of teachers and district level contacts/decision-makers
- Lean into programmatic thought partnership and strategy with the (Senior) Director of Programs as well as External Affairs and/or the Leadership Team as needed
- Support (Senior) Director of Programs with programmatic strategy based on teacher and campus caseload management
- Engage in a culture of life-long learning through setting diversity, equity and inclusion goals

Required Qualifications

- 5+ full-time years working in a school setting or relevant experience (classroom, school administration, etc.)
 - Demonstrated knowledge of teaching pedagogy, methods and approaches in supporting teachers in curriculum implementation
- Ability to navigate an independent work environment that embrace self-navigation and autonomy that takes initiative and can dive into the role with minimum supervision/guidance
- Lead internal and external meetings independently from strategy, agenda creation, facilitation, and follow up
- Demonstrate ability to interpret and apply data/metrics for program improvement and evolution
- Demonstrated ability to cross-collaborate and strategize across multiple teams/departments, internally and externally
- 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

- 5+ Experience working as an educator or with educators
- 3+ Experience working in sales, customer service and/or or non-profit



- 3+ Leadership and/or project management experience
- 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: Salesforce, Brightspace, Asana (or other project management tool), Google Suite

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.

Implementation Manager: Starting salary: \$62,000 - \$77,000

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. Incomplete submissions will not be considered.

Any questions can be directed to 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.