



## Manager of Collaborative Action

### About Marin Promise Partnership

Marin Promise Partners believe that every child in Marin can reach his/her full educational potential regardless of race, ethnicity or income. That's why more than 40 schools, nonprofits, businesses, and government agencies have come together as a cross-sector **cradle to career network** to address Marin county's persistent and systemic educational inequities. With the support of back-bone team staff, Partners **promise** that by 2028 they will have closed educational equity gaps at every stage along the cradle to career educational journey. Using the StriveTogether collective impact framework, Partners are **aligning** around a common vision, using data to hold each other **accountable**, taking collective **action**, and **advocating** for **equitable, systemic change**. At Marin Promise Partnership, partners are seeking to create significant and deep impact in each of Marin Promise's 6 Cradle to Career milestone areas:

- Enter kindergarten ready to succeed
- Master critical literacy concepts in 3rd grade
- Master critical math concepts in 8th Grade
- Graduate high school ready to succeed in college or career
- Enroll in a College or Career Program
- Complete a College or Career Program

**The Backbone Team** serves as a catalyst to unify and convene the Partners. We work in the space between systems to connect multiple entities into a seamless network of student and family support. We are process experts trained in results based accountability, continuous improvement, complex systems change, equity, research, business operations, project management, communications, data strategy, human centered design and group process facilitation.

The backbone team supports the partnership's governance bodies (Board & Leadership Team) as well as multiple Action Teams networks focused on eliminating disparities at each Milestone and across Milestones. They report progress towards these milestone goals as well as support teams in identifying what intervention strategies are working to close the equity gaps. They encourage collective learning and continuous improvement. The backbone team is the "connective tissue" that holds the Partnership together and enables the educational equity eco-system to function more effectively and efficiently. Check us out at [marinpromisepartnership.org](http://marinpromisepartnership.org) to learn more!

### Manager of Collaborative Action Overview:

Based out of San Rafael, CA, this position is dedicated to advancing the Partnership's goal to close educational equity gaps in Marin County by providing administrative support for the Partnership's Initiatives. The Backbone Team is looking for someone passionate about organization and teamwork as they will be responsible for providing a high level of administrative, data, and partner engagement support. The Manager will be responsible for providing calendaring, communication, and project management support for multiple Initiatives and be requested to personally attend in-person meetings and support partners and families in engaging in action team work.

As a result, the Manager will own all relevant Google Drive folders, calendars, and communications and support Directors on the Backbone team to track and monitor progress in continuous improvement using Results Based Accountability. Additionally, the Manager will be asked to step in as a co-facilitator as needed. This position will be in-person at our offices in San Rafael, with opportunities to work from home 1-2 days per week.



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### Job Responsibilities:

#### *Initiative Administrative Support*

- Provide administrative support for 5 Initiatives and corresponding Action Teams, including calendaring, drafting & executing team communications, coordinating meetings, and tracking action items
- Plan for & manage hybrid meetings in a bilingual environment, often coordinating concurrent Spanish interpretation with third-party interpreters
- Maintain meeting records including collecting RSVPs, tracking attendance, and taking meeting notes
- Develop and maintain calendars, timelines, and agendas for Initiatives teams including scheduling and reserving meeting spaces
- Monitor the Initiatives Google Drive filing system with meeting documents
- Support Senior Director of Collective Impact in overseeing alignment, scheduling and tracking of all Initiative goals and meetings
- Attend community meetings and / or conduct research to stay aware and informed about the shifting landscapes; prepare findings to report back to Backbone team Directors.

### Position Competencies:

- *Project Management:* Sets and adheres to strict deadlines and operates well under pressure of quick turnarounds. Exhibits strong planning and organizational skills, and demonstrates an ability to collaborate well with others. Has experience “managing up” when seeking support from organizational leaders to meet project deadlines.
- *Detail Orientation:* Demonstrates accuracy, attention to detail and thoroughness in all workstreams, regularly monitoring own work to ensure quality.
- *Effective Communication:* Demonstrates the ability to communicate effectively with partners from diverse backgrounds and produce clear, concise, and accessible communications.
- *Relationship Development:* Interacts positively with and has experience building unity across diverse groups of people. Utilizes compassion, empathy, and humility when motivating team members to engage in difficult work.
- *Cultural Responsiveness:* Interacts routinely in conversations based on race and equity, professionally and personally, and should show comfort and experience doing so. Must be willing to engage in professional development in this area.

### Qualifications:

- Experience working or volunteering in a collective impact, coalition, educational setting or network-building organization is highly desirable
- Experience working or living in Marin County is highly desirable
- Humility, courage, compassion, and a dedication to racial equity
- Ability to use Google Drive (Docs, Slides, Sheets), with comfort and skill in creating presentations
- Ability to write and speak in Spanish required at an intermediate level



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### **How to Apply:**

- Please send an updated resume and cover letter (1pg each) to Cameron Hunter, Marin Promise Partnership's Senior Director of Strategy and Operations, at [cameron@marinpromisepartnership.org](mailto:cameron@marinpromisepartnership.org). Applications will be considered on a rolling basis until the position is filled.

### **Marin Promise Partnership Benefits & Other Information:**

We offer a unique, flexible work culture that is incredibly data-driven, results-driven and mission-focused. The Backbone Team cares deeply about closing the opportunity gap in Marin, and you'll have a chance daily to impact the lives of thousands of students on a small, but mighty team. Here are a few important details to know:

- Compensation ranges between \$65-90K / year - commensurate with experience and expertise - in addition to a full benefits package (health, dental, and retirement with 5% employer match)
- We offer a flexible work schedule with opportunities to work remotely on occasion. This position also requires some flexibility in hours with some night / weekend work
- We strive to be a learning organization, so we provide regular professional development opportunities as well as quarterly staff retreats
- This position reports to Marin Promise Partnership's Senior Director of Collective Impact

*Marin Promise Partnership is an equal opportunity employer, hiring and promoting staff and providing equity training to individuals without regard to race, creed, ethnicity, gender, sexual orientation, marital status, national origin, age or physical ability. Women, underrepresented minorities, people with disabilities and veterans are strongly encouraged to apply.*