

Senior Education Designer, Digital Transformation

Full-Time, Washington, DC (Preferred, but can be remote)

Typical Range: \$100,000-\$115,000

About Education Design Lab

[Education Design Lab](#) (“The Lab”) is a national nonprofit that designs, tests, and implements unique education models and credentials that address the rapidly changing economy and emerging technology opportunities to ensure equitable outcomes for learners and earners. The Lab has partnered with some of the most aspirational institutions, and often their ecosystem partners, as they consider how to design their offerings to serve learners flexibly with more data-driven, human-centered models, processes and tools. Our biggest areas of work include improved career pathway visibility, micro-pathways, 21st century skills, microcredentials, alternative on-ramps to degree, upskilling workers, and training college leadership teams in change management and agile prototyping.

The Lab is unlike other organizations in the nonprofit education space. We are boundary-spanners and work across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. We are known for our work on the ground and have significant experience managing national and local learning cohorts, working with organizations such as Ascendium, The Lumina Foundation, the Gates Foundation, the United Negro College Fund (UNCF), Walmart, American Council on Education, and the ECMC Foundation. To learn more about the work we do and what we care about, visit www.eddesignlab.org, and follow on Twitter [@eddesignlab](#).

About the Role

This role reports directly to the Executive Director, Digital Transformation to lead and facilitate the co-design of models to address challenges faced in the learning-to-work ecosystem and the emergent skills-based hiring and digital transformation trends. This exciting, foundational work will contribute to the transformation and advancement of the creation, documentation, and transmission of skills through solutions that lead to equitable work opportunities.

How You Will Contribute to Our Impact

1. Manage the arc of engagement for projects with external partners to expand the field in topics such as comprehensive learner records, learner employment records, digital micro-credentialing, learner wallets, talent marketplaces, and employer hiring practices;

2. Serve as the project manager responsible for mapping and executing milestones and deliverables in the Digital Transformation portfolio;
3. Plan, manage, and deliver a series of events and meetings to facilitate a learning community of education, non-profit, business, and technology leaders toward key milestones and deliverables;
4. Assist in the identification of project-based participating vendors aligned to criteria and technical specifications;
5. Conduct landscape analysis of the skills ecosystem and write whitepapers, reports, documentation of lessons learned, impacts, and success stories;
6. Represent the Lab as a public thought leader on the needs of [new majority learners](#) in the context of emerging digital tools and technologies, competency and skills best practices, and technological trends to establish the Lab as a credible and respected source in skills visibility;
7. Build strong relationships and partnerships with key stakeholders in the skills-based ecosystem (e.g., funders, national partners, employers, skills and employment data SMEs);
8. Cultivate audience engagement, thought leadership development, and dissemination of lessons learned to enable adoption and scale to advance the field;

Data shows that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!

We encourage all interested persons (including Black people, Latinx people, indigenous people, people of color, first generation graduates, people with disabilities, members of the LGBTQIA community, veterans, and people with experience with community colleges and with learners who have long been under invested in) to consider submitting an application for this role if they meet the majority of the qualifications listed below.

What You'll Bring to Our Team

- Core experience and skills in human-centered design, innovation, and/or change management facilitation;
- Knowledge of and experience with skills-based hiring and/or the emergent standards, tools, technologies and processes that support the skills ecosystem, including knowledge of national initiatives and leaders including T3 Innovation Network, Open Skills Network, International Council on Badges and Credentials.
- Friendly tenacity, patience, and vision to be the connective tissue among multiple stakeholders across teams, employers, data analysts, subject matter experts to push on behalf of learner-driven design criteria;
- Demonstrated multi-stakeholder management experience in 2 or more focus areas: higher education (specific knowledge of community colleges preferred), workforce development,

employer engagement, future of work, edtech, public-private partnerships, place-based strategies;

- At least 7 years related professional experience at regional and/or national levels, e.g. nonprofit, philanthropy, industry, government and education, focused on social impact;
- Experience building and managing collaborative groups toward shared goals and outcomes;
- Entrepreneurial approach, with a passion for tackling complex problems and a high level of comfort with uncertainty and experimentation;
- Systems thinking and data-driven approaches to develop solutions and measure success;
- A bias toward action, demonstrated ability to execute and a strong track record of results;
- Strategic thinking that can be communicated clearly to partners and translated into action;
- Strong communication skills, with excellent writing, synthesis and facilitation/speaking skills and ability to translate insights into thought leadership products (visual and narrative);
- Open to different perspectives and commitments to diversity, equity and inclusion; and
- Proven ability to direct and manage teams toward results.

21st Century Skills for Success

This role requires:

- The ability to show initiative by: acting as a catalyst for change; learning from experience; and focusing on solutions.
- The ability to demonstrate creative problems solving through: managing ambiguity; applying iterative processes; using convergent and divergent thinking and identify complex patterns.
- The ability to collaborate with internal and external team members through: strengthening relationships; incorporating diverse perspectives; and listening actively.

Application Instructions

To apply, please submit a cover letter and resume using [this application form](#). Be sure to include relevant skills and experience with project management platforms. Really want to impress us? Include a writing sample in response to the following prompt: *“How might we further the skills-based hiring movement to increase equitable access to meaningful work?”* Applicants will be reviewed on a rolling basis until the position has been filled.

Equal Opportunity Employer

The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.