Senior Education Designer: OneTen Program Manager
Position Number: 8UL000176
Full-Time, New York (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 OneTen

OneTen is a coalition of leading chief executives and their companies coming together to upskill, hire, promote and advance one million Black individuals who do not yet have a four-year degree into family-sustaining jobs with opportunities for advancement over the next 10 years. OneTen connects employers with talent developers including leading nonprofits and other skill-credentialing organizations and higher education institutions who support development of diverse talent. OneTen takes a skills-first approach, focusing on competencies, in an aim to close the opportunity gap and ignite potential and eliminate the structural barriers that have disproportionately hindered Black talent to create economic opportunities.

About the Role
This role reports directly to the Head of the Community College Growth Engine Fund (CCGEF or 'The Fund') to support and manage college initiatives; specifically the OneTen partnership.

How You Will Contribute to Our Impact
1. Lead the CCGEF OneTen program focused on supporting and co-designing micro-pathways in partnerships among colleges, employers, learners, and community-based organizations.
2. Manage the day-to-day OneTen activities (meetings, communications, planning, designing, budgeting, etc.). Represent the Lab and CCGEF at the OneTen program meetings.
3. Support and supervise OneTen designers to ensure program milestones and goals are met.
4. Partner with the Digital Transformation team in managing the OneTen data collection and analysis efforts.
5. Create a sustainable collaborative ecosystem of colleges, employers, regional workforce organizations, government agencies, and community-based organizations.
6. Lead diverse stakeholder groups (partners, employers, and community colleges), in designing supportive work flows and managing complex projects;
7. Support the Human Centered Design arc of engagement of diverse stakeholders; deployment of tools incorporating innovation and change management strategies to build capacity, and aligning efforts across the learning community;
8. Support the Human Centered Design arc and series of events and meetings to facilitate a learning community of diverse stakeholders and their regional collaboratives toward key milestones.
9. Manage the effective engagement of regional collaboratives and documentation of lessons learned, impact, and success stories;
10. Represent the Lab as a public thought leader on the needs of new majority learners, communication with key stakeholders (e.g., funders, national partners, SMEs), audience engagement, thought leadership development, and dissemination of lessons learned to enable adoption and scale.

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
- 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 (working at community colleges is 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; ability to translate insights into thought leadership products
- Experience in engaging in equity-focused projects and or facilitated placement of black talent in education or workforce contexts
- Proven ability to direct and manage teams toward results

21st Century Skills for Success
This role requires:

- The ability to adapt and adjust to changing situations and take steps to move the program and organization forward
- The ability to show initiative by acting as a catalyst for change; learning from experience; and focusing on solutions
- The ability to communicate with clarity and precision
- The ability to demonstrate creative problem solving through managing ambiguity; applying iterative processes; using convergent and divergent thinking and the ability to identify complex patterns.
- The ability to collaborate with internal and external team members and partners through strengthening relationships; incorporating diverse perspectives and listening actively.
- The ability to demonstrate intercultural fluency through demonstrating self-awareness, incorporating diverse perspectives, recognizing and challenging one's own cultural biases and operating and communicating in difficult cultural contexts.

Compensation & Benefits

The salary compensation for the Senior Education Designer will fall within a range between $100,000 -$115,000 annually. The benefits package includes:

- 100% employer-paid medical and dental for full-time employees
- Short-term, long-term, and group life insurance coverage
- Sick-time provided as needed
- 403(b) - 100% matching after the first year
- Professional development stipend of up to $1500 after the first year
- Semi-annual organization-wide retreats
- Rest and Relaxation:
  - Up to 20 annual days PTO - time earned varies with tenure and starts at 10 days annually
    - The Lab is piloting aResponsible PTO policy for all full-time staff which allows managers to approve PTO with no limits
  - 11 paid federal holidays
  - 2 weeks paid organizational closures

Location

Due to the COVID-19 pandemic, the Lab is currently operating in a hybrid-work environment where team members are working remotely from their home offices. Greater Washington, D.C. Metro Area based employees have the option to work from our offices located in Dupont Circle, downtown DC in accordance with the office policies which are updated regularly with COVID-19 restrictions to prioritize the health and safety of our team members. Similarly, Lab staff are traveling as needed in accordance with our travel policy to ensure safety and comfort.

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. Applicants will be reviewed on a rolling basis until the position has been filled.

Really want to impress us? Include a writing sample in response to the following prompt: "*How might we design equitable and accessible micro-pathways toward high-growth careers endorsed by employers and visible to learners moving from post-secondary education into the workforce?*"

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.