



## Director of Collective Action Networks Tri-County Cradle to Career Collaborative

### About Tri-County Cradle to Career Collaborative (TCCC)

TCCC's vision is that all children are embraced by our community as our own and supported to reach their full potential in school and in life, cradle to career. Our mission is to build collective power to transform education by changing systems that allow Black and brown children to achieve their goals. We have brought together a cradle to career network to address the persistent and systemic educational inequities in Berkeley, Charleston, and Dorchester counties. With the support of back-bone Team staff, we work to close the educational equity gaps at every stage along the cradle to career educational journey. Using the StriveTogether collective impact framework, we are aligning around a common vision, using data to hold each other accountable, taking collective action, and advocating for equitable, systemic change.

TCCC is dedicated to becoming an anti-racist organization. We have committed to examining how racism lives in each of us as individuals and in the fabric of our organization and its policies, culture, and traditions. We hold ourselves accountable to equitable and excellent outcomes in the tri-county region in which we work by providing consistent, transparent, and candid reviews to our staff, Board, and partners on our strategies and commitments. We are also committed to educating ourselves and taking action over time to grow an anti-racist organization. We come to this task with deep humility, knowing that we have much to learn.

We seek to create significant and deep impact in each of the 6 Cradle to Career milestone areas:

- Students will enter kindergarten ready to learn.
- Students will master critical math and literacy concepts in 3<sup>rd</sup> grade.
- Students will master critical math and literacy concepts in 8<sup>th</sup> grade.
- Students will graduate high school ready to succeed in college or the modern-day workforce.
- Students will enroll in a college or career program or obtain employment in the modern-day workforce.
- Students who enroll in college or a career program will graduate ready to enter the modern-day workforce.

Our backbone Team serves as a catalyst to unify and convene. We work in the space between systems to connect multiple entities into a seamless network of student 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.

Our backbone Team supports our partners and action networks focused on eliminating the disparities at each milestone. They report progress towards these milestone goals as well as support networks in identifying what intervention strategies are working to close the equity gaps. They encourage collective learning and continuous improvement. The Team is the “connective tissue” that holds the partnerships together and enables the educational equity eco-system to function more effectively and efficiently.



## Director of Collective Action Networks

### Job Description

The Director of Collective Action Networks is responsible for leading, overseeing, and coordinating the collective impact implementation of TCCC's partners. These partners are based in Berkeley, Charleston, and Dorchester counties and made up of individuals from education, government, businesses, non-profits, health, and social services. Key responsibilities include the development, implementation, facilitation, and completion of a variety of projects to support each network's efforts to improve education outcomes for children and youth. The Director of Collective Action Networks will work closely with the TCCC Team to establish and implement processes and plans within the areas of facilitation, communications, collective action, and continuous improvement work. The Director will also be responsible for completing a range of tasks in support of the day-to-day work of TCCC.

### Responsibilities:

- Manage, coach, facilitate, and provide technical assistance to action networks to achieve objectives and complete deliverables.
- Select continuous improvement methodology to support collective action work; develop expertise and build organizational capacity around it.
- Provide project management support to identify and implement process improvement strategies and tools to support action networks.
- Communicate and work collaboratively with the Chief Operating Officer to provide a seamless network of support for action networks.
- Recruit action network leaders for each network and collaborate with each regarding agenda planning, meeting debriefing, and overall network progress monitoring.
- Identify missing stakeholders and collaborate with network leaders to engage them in the work.
- Develop a strategic plan for ensuring that network's initiatives are launched per timeline.
- Maintain an awareness of existing community initiatives to ensure opportunities for partnership and avoid duplication.
- Maintain appropriate documentation of progress for each network including, but not limited to, network goals, charters, action plans, work products, meeting minutes and relevant research.
- Ensure that all network meetings are facilitated with a strong emphasis on equity:
  - Respect participants' unique roles, viewpoints, and responsibilities
  - Engage and involve action network members.
  - Establish a respectful environment in tone and culture.
  - Establish group norms for confidentiality and decision making.
  - Engage members to ensure that all voices are heard.
  - Prevent one member/fraction from dominating the conversation.
  - Start and end meetings on time while providing time for reflection.
  - Balance having an open process with getting tasks done.



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- As the networks grow, recruit facilitators within constraints of the budget; onboard and train facilitators in facilitation and process improvement methods and tools.
- Report verbally and in writing regularly to Chief Operating Officer and, as appropriate, other members of the TCCC Team.

### Education, Knowledge, and Experience Requirements

- Bachelor's degree with five or more years of relevant work experience, preferably in the education or early childhood education field.
- Masters' degree preferred.
- Demonstrated success in facilitating multidisciplinary or multi-organizational networks.
- Strategic thinker.
- Strong familiarity with equity issues.
- Ability to manage details and work independently.
- Impeccable written and oral communication skills.
- Outstanding interpersonal skills.
- Proficiency in Microsoft applications.
- Experience in continuous improvement methodology preferred.
- Familiarity with public education landscape in Berkeley, Charleston, and Dorchester counties.
- Familiarity with public education landscape in South Carolina.

### Position Competencies:

- **Cultural Competence:** Respects and works well with people of all backgrounds. Understands and invites diverse perspectives to the table and is sensitive to group differences. Views diversity as an opportunity. Challenges bias and intolerance.
- **Project Management:** Set and adhere to strict deadlines and operate well under pressure of quick turnarounds. Exhibit strong planning and organizational skills and demonstrate an ability to collaborate well with others.
- **Relationship Development:** Builds and grows lasting, transformational relationships at all levels. Internally works highly collaboratively with all members of the TCCC Team. Externally demonstrates an ability to cultivate and to grow both new and existing relationships among community.

### Benefits and Other Information:

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

- Compensation is commensurate with experience and expertise and is highly competitive.
- We offer a flexible work schedule and remote working. This position does require some flexibility in hours with some night and weekend work.



## Director of Collective Action Networks

- This role may require regular travel throughout the tri-county area, so reliable transportation is necessary.
- We strive to be a learning organization, so we provide professional development opportunities as well as an annual staff retreat.

*Tri-County Cradle to Career Collaborative 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.*