



## CONTEXT

New Orleans is well-positioned to become the first great urban public school system in America. Our system empowers educators to make decisions based on student need, holds schools and leaders accountable for academic and equity outcomes, and empowers families to choose the best school for their child. Over the past decade, we have witnessed unprecedented growth in student performance, including dramatic increases in ACT scores, high school graduation rates, and college enrollment rates. While we have moved beyond a state of crisis, New Orleans still has a long list of systemic challenges, gaps, and inequities. We must do better.

NSNO's mission — delivering on the promise of excellent public schools for every child in New Orleans — drives everything we do. To achieve this mission, NSNO drives change in three ways: 1) we invest in the launch or expansion of high-performing open-enrollment public charter schools, 2) we help schools become more effective by providing them with direct support to help accelerate academic improvements, and 3) we coordinate solutions to citywide challenges to remove barriers to academic excellence. Our commitment to supporting schools, students, parents, and educators and maintaining an environment that fosters greatness in our city's schools will not waiver until all New Orleans children have access to an excellent education.

## ROLE AND RESPONSIBILITIES

NSNO knows that excellent educators are integral to achieving our mission. We currently manage two federal grants, the [Teacher Incentive Fund](#) (TIF) grant and the [Charter Schools Program](#) (CSP) National Leadership Activities grant, both of which support the retention and professional development of high-performing educators across New Orleans.

- The TIF grant meets this goal by supporting six school operators across 23 schools in building performance-based compensation systems and educator career ladders.
- The CSP grant meets this goal by supporting third-party training organizations in building or refining training and support for special education teachers and coordinators.

The School Talent Grant Director will become the Project Director of the TIF grant and will be responsible for ensuring that all aspects of the TIF grant are high quality and remain in compliance with federal requirements. For both grants, this role will ensure our program officers, evaluators, and any other key stakeholders are provided with accurate, timely information about grant progress toward milestones. We anticipate work on the TIF grant will be approximately 85% of this role's time and the CSP grant the remaining 15%.

**Specifically, the School Talent Grant Director is responsible for:**

### *Grant milestone monitoring, documentation, and reporting:*

- Set up and maintain systems to monitor and document progress of grant partners and vendors for both grants.
- Lead the federal grant reporting processes, with assistance from our other team members, and ensure timely and accurate submission.
- Facilitate monthly status meetings with TIF Charter Management Organization (CMO) partners to track progress toward milestones, help troubleshoot challenges, and collect required documentation.
- Ensure that grant-funded TIF activities meet all federal grant requirements.
- Work closely with CSP sub-grantees and the grant evaluator to set up annual focus groups and surveys of grant participants and ensure monthly updates to our program officer and evaluator are timely, detailed, and accurate.

### *Relationship management and communication:*

- Serve as the main point of contact with our federal program officers and grant evaluators for both grants. A key component of the role will be maintaining and providing regular updates to these important stakeholders.
- Oversee the relationships with participating TIF CMO partners and vendors through regular check-ins.
- Coordinate TIF site visits from United States Department of Education.
- Represent NSNO at the federal Project Directors meetings for both grants.

### *Supporting financial compliance:*

- Support our finance team in creating annual contracts for partners and vendors on both grants.
- Work closely with the NSNO finance team to ensure TIF CMO partners have systems in place for data accuracy.

*Research and context knowledge:* To best support our CMO partners, this position will have the opportunity to become NSNO's resident expert on performance-based compensation systems and educator career ladders.



## This is an exciting opportunity for anyone who is:

- eager to take on a new role and build and maintain systems and processes for complicated tracking and reporting.
- gets energy from ensuring information is well documented, timely, and accurate and likes highly detailed work.
- passionate about supporting schools and educators who work incredibly hard on behalf of children and wants to work behind the scenes to ensure they have resources, tools, and support to be successful.
- a strong problem solver who enjoys working through thorny issues as they arise and can maintain a focus on finding solutions.

## SUCCESSFUL CANDIDATES MUST DEMONSTRATE

- Strong demonstrated skill in complex project management and the ability to manage multiple projects with a keen attention to detail and a strong aptitude to prioritize time.
- Experience setting up and maintaining systems to track a high volume of detailed information and deadlines.
- Excellent verbal and written communication skills, including the ability to synthesize complex information concisely and clearly.
- Demonstrated ability to build professional, trusting, and productive relationships with a variety of stakeholders.
- Strong proactive problem-solving and critical thinking skills and the ability to adapt to changing and challenging circumstances by staying positive and outcomes-oriented.
- Eagerness for continuous personal development, a deep curiosity, and a history of executing on feedback to improve performance.
- A professional demeanor and utmost discretion when dealing with confidential information.
- Ability to travel to conferences approximately 2-3 times a year and to meet partners at school sites around the city on a regular basis.
- Strong alignment with NSNO's [Mission, Core Values](#), and [Core Beliefs](#).
- Belief in NSNO's commitment to [Diversity, Equity, and Inclusion](#) demonstrated by an openness to examining your personal identity and biases and engaging in candid conversations around race, class, and privilege.

## PREFERRED QUALIFICATIONS

- 5-7 years of professional working experience.
- Previous experience with grant compliance, ideally federal grants.
- Experience with the New Orleans education landscape.

## REPORTING RELATIONSHIP

The School Talent Grant Director will report directly to the Senior Managing Director of Talent Development and will be a member of our School's Team (NSNO's programmatic team).

## COMPENSATION

Compensation for the position is highly competitive and commensurate with experience. In addition, NSNO provides a comprehensive compensation package that meets or exceeds the level of benefits provided by many of the most respected organizations in our industry.

## APPLICATION INSTRUCTIONS

To apply for this position please visit: <https://nsno.wufoo.com/forms/school-talent-grant-director/>

We will review applications and interview candidates on a rolling basis as they come in.

New Schools for New Orleans (NSNO) is an **Equal Employment Opportunity** employer and has a strong commitment to building a diverse and inclusive team. As such, it is the continuing policy of NSNO to consider all applicants without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, veteran status, physical or mental disability, or any other categories protected by applicable federal, state, or local law, provided they are otherwise able to perform the essential functions of the job.