



## National Designer & Facilitator

### Overview:

The NYC Leadership Academy (NYCLA) is a nationally-recognized 501(c)(3) nonprofit organization with a clear mission: We build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. We support school and district leaders in using an equity lens to implement a vision, build strong school and district culture, set clear and high expectations, and develop and lead principals and teachers who ensure high-quality instruction and the opportunity for all students to be successful. For us, equity means that children and adults should receive what they each need to achieve their potential, and their race, culture and other characteristics of their identity should not prevent access to opportunities and resources. In the last 16 years, we have directly supported more than 6,000 leaders in 190 school systems across 36 states who are transforming the learning of 5.5 million students.

### Summary:

The National Designer and Facilitator is responsible for designing and delivering highly effective professional learning for school and district leaders, and for building the capacity of clients to develop their own context-driven learning initiatives. Individuals in this role support project planning and ensure the quality of delivery across multiple consulting projects. The ideal candidate for this position thrives in a collaborative work environment, possesses a strong commitment to educational equity and professional growth and is ready, willing and able to engage in dialogue around race to raise organizational awareness and support the building of a racially equitable culture internally and externally.

### Responsibilities:

- Serves as lead practitioner (designer, facilitator, coach) ensuring that curriculum and program development aligns to the client's overall purpose and meets their contextual needs
- Plays a significant role in client management including engaging in client interactions on a day to day basis and continuously assessing client needs
- Remains current in research and trends and applies that knowledge to the design of the work
- Ensures that the work that is documented and delivered reflects NYCLA quality, approach and beliefs
- Participates in racial equity conversations to strengthen and operationalize organizational practices addressing implicit and explicit bias
- Communicates project status to key stakeholders and strategically uses internal resources when developing curriculum and program design

- Lead the planning and management of project workflow including tracking and reporting progress against project plans and provide status of deliverables, highlighting emerging challenges and opportunities as needed
- Facilitates internal team meetings and participates in regular feedback loop with all team members

### Required Qualifications:

- Proven success as an education leader and practitioner for a minimum of 3 years with an understanding of instructional pedagogy
- Master's degree in related field
- Strong curriculum design and facilitations skills including providing opportunities for experiential learning experiences that challenge participants within their zone of proximal development
- Experience in or familiarity with leadership coaching, organizational learning, adult development, and systems thinking
- Commitment to producing consistently high-quality work in a fast-paced environment
- Experience managing complex relationships
- Exceptional communication and interpersonal skills
- Experience leading a team and managing multiple responsibilities simultaneously
- Ability to travel frequently nationally (must have a valid driver's license)

### Salary & Benefits:

The NYC Leadership Academy offers a competitive salary, commensurate with experience and comprehensive benefits including a generous paid time off (29 days) package and a fully employer funded health/dental/vision plans.

### Application Instructions:

Qualified candidates may apply by emailing their resume, cover letter with salary requirements and all other applicable information to NYCLA [jobs@nycleadershipacademy.org](mailto:jobs@nycleadershipacademy.org) with (job title (candidate name)) in the subject line.

*NYC Leadership Academy is an Equal Opportunity Employer We strongly believe that diversity within our staff contributes to our team's effectiveness to our overall success.*