



Men of Color in Educational Leadership
Program Manager Job Description

ORGANIZATIONAL OVERVIEW

Men of Color in Educational Leadership (MCEL) is a national non-profit and network of educational leaders who are hyper-focused on eliminating achievement and opportunity gaps for all students. Strengthening and diversifying the educator workforce – and school leadership, in particular – improves students’ learning experiences, accelerates school improvement, and offers a significant return on investment for schools and school systems.

Based on research and lived experiences, MCEL supports leaders of color who are uniquely positioned to disrupt current education ecosystems, lead through the lens of equity, and serve as critical levers to student success. MCEL also supports school districts to assess their current policies and practices and identify concrete action steps to recruit, develop, support, and retain leaders of color, thus improving outcomes for students across the school system.

POSITION OVERVIEW

The Program Manager will play an instrumental role in supporting Men of Color in Educational Leadership’s mission to develop and support a strong network of male leaders of color who lead fiercely through their authentic selves and lived experiences to ensure all students – especially our most marginalized and disenfranchised students – reach their full potential.

The Program Manager will report to the Chief Executive Officer and lead aspects of content design and program implementation, as well as communication of MCEL’s programs and their impact. The Program Manager will provide vital leadership to ensure participants experience engaging and impactful leadership development opportunities that build their capacity to enhance policy and practice, improve schools, and dramatically increase student outcomes.

RESPONSIBILITIES

The Program Manager’s responsibilities will include, but not be limited to, the following:

Manage Program Quality and Implementation

- Coordinate all program activities, sessions, and events to ensure high-quality design and implementation
- Support development of program content aligned to program goals and prioritized competencies
- Promote effective adult learning principles in session design
- Serve as faculty liaison and partner with faculty to plan, develop content and delivery, and debrief sessions
- Directly facilitate sessions and other activities with program participants, as applicable
- Manage member engagement and services
- Manage towards annual program metrics aligned to MCEL’s mission, strategies, and goals
- Support program evaluation and ongoing improvement via surveys, data analysis, and report creation

Lead Program Operations

- Coordinate and support design of participant recruitment and selection process and tools
- Manage program planning, logistics, and operations to ensure seamless, efficient, and effective delivery
- Lead project management for certain program components, including coordination of team members, faculty, and participants to ensure everyone is on track with program requirements and timelines
- Develop systems, templates, and project management tools to streamline program operations
- Support program-specific budget tracking and reconciliation – monitor budget to actuals and anticipate future needs

Coordinate Programmatic Communications

- Provide timely and responsive customer service to MCEL members, participants, faculty, school system partners, and stakeholders
- Manage and draft communications with MCEL members, program participants, and faculty
- Develop content for communications, proposals, reports, and updates for external partners and funders
- Coordinate development and dissemination of print, electronic, and web-based program communications materials (e.g., program materials, newsletters, case studies, leadership profiles, etc.)

Additionally, the Program Manager will fulfill any other responsibilities as needed or assigned by the Chief Executive Officer.

QUALIFICATIONS

The ideal candidate will demonstrate the following competencies:

- **Commitment:** Passionate advocate for developing men of color in educational leadership and increasing outcomes for all students
- **Results Orientation:** Exhibit a strong focus on goals and results – including a proven track record of meeting or exceeding goals – and hold self personally accountable
- **Communication:** Communicate effectively in both written and verbal communication – tailor message for audience, context, and mode of communication and demonstrate ability to engage and inspire
- **Interpersonal Skills:** Build positive relationships with diverse stakeholders and maintain a service orientation
- **Execution:** Demonstrate excellent project management and implementation skills – work efficiently, maintain attention to detail, plan, multi-task, adapt, and balance requests from many stakeholders
- **Agility:** Demonstrate an entrepreneurial mindset, ability to work in a fast-paced environment, and ability to lead through ambiguity while maintaining a positive attitude, flexibility, and humor

The ideal candidate will have the following experience:

- A minimum of 5 years of professional experience working in a K-12 education setting, preferably with experience as a teacher, teacher leader, and/or school leader
- Knowledge of and experience implementing high-quality professional development for adult learners
- Demonstrated experience managing logistics and communications
- Experience with fundraising, grant writing, and/or funder management
- Excellent computer skills including Microsoft Office and Google-based applications
- Bachelor degree required. Master’s degree in education, public policy, management, or related field preferred.

BENEFITS

- Opportunity to develop and lead a pioneering organization dedicated to advancing men of color in educational leadership
- Competitive salary starting at \$75,000, commensurate with skills and experience
- Comprehensive benefits package, including health insurance, retirement savings, and professional development opportunities
- A dynamic and collaborative work environment with a passionate team committed to inclusion, innovation, and educational excellence

TO APPLY

Please send your resume and a role-specific cover letter to careers@mcelleaders.org or call (407) 504-0553 for more information. Applications to this position will be considered on a rolling basis until the position is filled.

Men of Color in Educational Leadership (MCEL United Inc.) is an Equal Opportunity Employer committed to diversity, equity, and inclusion in all aspects of employment.

For more information about MCEL, please visit our website at mcelleaders.org.