



### ***Job description: Director of Education Engagement***

UnifiEd is a community-led movement of parents, teachers, and friends of public schools, united around a shared goal: that every student in Chattanooga will have the opportunity to graduate prepared for a brilliant future. To create a better public education system, we need to be a better public. We believe that if citizens are informed about why education matters, what works in the classroom, and how anyone can help, then we can build better schools. We get involved in education, by getting the public involved. Uniting parents, community members, teachers, and elected officials in support of students, so every child in our care has access to the best educational opportunities.

**Please email a resume and cover letter in Word or PDF format to [lakweshia@unifi-ed.org](mailto:lakweshia@unifi-ed.org) and [elizabeth@unifi-ed.org](mailto:elizabeth@unifi-ed.org).** We will be reviewing applications on an ongoing basis until the positions are filled. We encourage people to apply as soon as possible.

#### **Key Responsibilities:**

- Establish a strong professional culture within the field organization focused on accountability, reporting procedures, specific goals, utilization of best practices, innovation, and sense of purpose
- On occasion, coordinate field organizing with fundraising operations
- Strategically update and improve the organizations engagement plans to maximize results.
- Communicate the campaign's field strategy to volunteers through presentations, new media, organizing meetings and training sessions.
- Develop and supervise a team of engagement coordinators
- Set up, manage and hold staff accountable to organizational wide organizing systems and a culture of database usage to enhance effectiveness of organizing.
- Play a partner role with the ED in fundraising with donor s and foundations.
- Prepare written reports, meetings summaries, and related materials as required.
- Ability to implement a comprehensive, data-driven field plan and train, coach, and manage a field team to execute the plan
- Set, meet, and exceed benchmarks for voter contact, volunteer recruitment, grassroots engagement, and GOTV
- Responsible for managing and evaluating the UnifiEd community project plans, working with the UnifiEd Education Engagement Coordinators to facilitate the community groups
- Clearly define project roles and responsibilities, determine necessary resources, and monitor project performance through appropriate systems and procedures.

- Assist members of UnifiEd Education Engagement Coordinator team as needed (research, participation in calls/canvassing, etc.).

## **Qualifications:**

- 2+ years management experience required
- Skilled in coaching and empowering staff to improve their performance.
- Experience with and ability to train on Votebuilder (VAN)
- Excellent interpersonal and leadership skills; successful at motivating staff to meet recruitment and voter contact goals
- Excellent written and verbal communication skills
- Ability to manage multiple tasks simultaneously with frequent deadlines
- Ability to inspire action in others, lead by example and instill purpose into daily campaign operations
- Relentless dedication to the organization's success and willingness to work long hours and the passion to inspire others to do the same.
- Positive attitude and solution based approach in high pressure or difficult situations.
- 2+ years delivering projects in scope, on time & on budget