



Job Title: Senior Manager of Continuous Improvement

Job Summary: The Senior Manager will be an integral member of the Community Learning Department, directing the day-to-day operations and implementation of UP Partnership professional development communities. This person is responsible for coordinating collaboration between a broad-cross section of partners to plan, organize and support all activities of the project in support of UP Partnership's efforts to advance equity in our youth-serving systems and to close racial/ethnic disparities in educational outcomes. This position reports to the Director of Community Learning.

Essential Duties and Responsibilities:

- Cultivate and develop relationships with over 45 cross-sector community partners to address educational inequities
- Develop and lead facilitation and coaching for cross-sector partner meetings and learning sessions
- Develop curriculum for professional development communities to meet learning objectives
- Co-build a toolkit of continuous improvement tools to inform UP Partnership facilitation
- Develop learning management system to track progress towards learning objectives
- Support organizing logistics for partner convening including monitoring invites, agenda development, and meeting minutes in collaboration with partners
- Connect with Strategic Impact and Operations unit as necessary to coordinate strategy and operations for professional development communities
- Coordinate with Collaborative Action unit to align learning objectives of professional development communities with network objectives
- Provide administrative support to grant milestone tracking, reporting, and budgeting
- Manage relevant continuous improvement contractors (e.g. capacity builders, coaches)

Education, Job Knowledge, and Experience Requirements:

- Five years' work experience required.
- Excellent facilitation skills in small and large group meetings
- Experience navigating and guiding complex social justice conversations with diverse stakeholders that promote educational equity
- Excellent judgement and creative, collaborative problem-solving skills
- Superior project management and work planning skills; ability to juggle multiple projects at once and efficiently communicate progress and hurdles to supervisor
- Adaptive ability to work in a cross-functional, fast-paced work environment
- Strong attention to detail and the ability to work with minimal supervision
- Understanding of San Antonio's educational and youth development landscape

Position Details

The Senior Manager of Continuous Improvement position is a regular, full-time, benefits eligible position. Anticipated start date is on or before January 6, 2021. Annual salary range is \$58,000-\$65,000 depending on education and experience. All UP Partnership staff are currently working virtually. To apply for this position, please submit your cover letter and resume to Diplomas@uppartnership.org by 5:00 p.m. on Monday, December 7, 2020.

UP Partnership, formerly the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.