

## **STUPSKI FOUNDATION SENIOR PROGRAM OFFICER**

### **POSITION PROFILE**

#### **Foundation Overview**

The Stupski Foundation is a private, operating foundation whose mission is to improve life options for children of color and poverty. The foundation does so by helping education leaders accelerate academic achievement so that all students graduate with the knowledge, skills and aspirations that will enable them to thrive in college, career and life.

The foundation's goal is to develop and implement the instructional components and system metrics — the Learning System — needed to deliver 21st century college readiness by fostering collaborative cross-sector research and development (R&D) and the capacity for innovation in public school districts.

The Stupski Foundation has annual start-up budget of approximately \$15 million and 20 current full-time staff, with plans for significant expansion.

#### **New Strategic Direction**

In this last year, the Stupski Foundation undertook an intensive assessment of its strategy and programs in order to understand more deeply the potential of philanthropy to ensure greater life options for children of color and poverty in this country. As a result of this assessment, the foundation is radically reinventing itself around a new set of goals and approaches. While the Stupski Foundation mission remains the same — improving life options for children of color and poverty — its goal and approaches have changed dramatically. These are detailed in the foundation's document "Strategy and Program Overview," available at <http://www.stupski.org/publications.htm>.

#### **Recruiting for a Number of Key Positions**

This new strategy entails a significant expansion of the foundation and has resulted in a number of new positions. To effectively grow its staff, the foundation has assembled a unique "Human Resources Collaborative" that combines human resource experts from five executive search firms to help the foundation reach its ambitious goals in a highly collaborative manner. The full list of open positions and the corresponding executive search firm links can be found at <http://www.stupski.org/careers.htm>.

## **Position Summary**

The Sr. Program Officer will be responsible for working in concert with several experts in K-12 education in planning, designing and testing a ground breaking set of transformational tools designed to deliver 21<sup>st</sup> Century college readiness to all students. The Learning System will create college readiness indicators in Cognitive Strategies, Content Knowledge, Academic Behaviors and Contextual Skills. The Program officer will be charged with managing the efforts of K-12 content experts, researchers, and reform support organizations in defining and developing critical content for the seven components of The Learning System.

### **The components include:**

1. Student, teacher, school and district outcome measures that provide, in real time, the metrics essential to quick correction cycles at the classroom, school and system levels;
2. Diagnostic tools that assess the effectiveness of the system's (state, district, school) policies, processes, practices and procedures;
3. Essential building blocks – PK-12 student performance indicators in literacy, mathematics, science; adaptive assessments; effective instructional practices; and student supports – of an aligned instructional system;
4. Leadership and human capital strategies at the school, district and state levels to build capacity to deliver these.

The Program Officer will coordinate aspects of development of these components and will facilitate field testing and implementation of the components in selected states and school districts throughout the Country. The Program Officer is responsible for stewarding and advancing relationships with partners, advisors and practitioners so that within roughly 18 months the Foundation will have developed strong prototypes of the learning system components.

After this initial design and development stage, the Program Officer will a) organize and oversee research, develop, and design teams in states and/or districts, b) ensure teams are operating in a manner contributing to a knowledge base that will dramatically improve learning outcomes, particularly for students of poverty and color and English-language learners.

## **Responsibilities:**

- Serve as the key point of contact between the design partners and portfolio districts and the Foundation.
- Lead the team in development of program implementation plans including team and individual task assignments; the identification of measures of success and milestones, and overall timeline for product completion.
- Manage relationships with districts and design partners.
- Serve as resource manager for the team ensuring ongoing access to all necessary resources – human and material – within established budget guidelines.
- Lead the team in identification and mitigation of potential risks.
- Provide integration and interface between and among individual team members' tasks as well as the related tasks of other teams.
- Build and sustain positive working relationships and appropriate communication channels between team members and other teams.
- Facilitate team work sessions when appropriate.
- Lead and ensure efficient, effective execution of all work plans.
- Provide regular reports of progress and challenges to core team and foundation staff.
- Work collaboratively with a network of partners to hone and execute the work plan.

## **Qualifications and Abilities:**

- Knowledge of K-12 systems, structures and instructional systems. Preferably in an entrepreneurial, results-oriented environment.
- Knowledge of the learning system components, from both research and practice perspectives.
- A demonstrated understanding of relevant issues regarding diversity and equity related to academic achievement of underserved students in public education.
- Effectively able to analyze and synthesize content to produce insights and solve problems.
- Effectively and succinctly communicates to a range of audiences via formal presentation, written documents and informal conversation.
- Demonstrate leadership skills.
- Sophisticated project management skills.
- Ability to manage relationships and facilitate meetings with external partners.

The Foundation is a dynamic, creative environment that coordinates efforts among leaders across the country, in various sectors and from many different disciplines to foster innovation in public education. As such, candidates must be mission-driven, flexible, comfortable with ambiguity, highly-collaborative and thrive in a demanding, fast-paced environment. Candidates must also demonstrate a true commitment to issues of social justice.

**If you are interested in this position please send a resume to:**

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