



## Managing Director, GO Public Schools Oakland

### Position Summary

GO Public Schools Oakland is seeking a Managing Director to ensure that our Oakland team is meeting our goals and is a model for collaboration and effectiveness. This person is charged with ensuring a best-in-class internal team - one that is clear on our goals, working together in incredible ways, and “firing on all cylinders”. Because of their work, team members at GO Public Schools Oakland will describe our organization as an incredible place to work.

This position will report to our Oakland Executive Director, Ash Solar, and is available immediately. Our work environment is fast-paced, and the ideal candidate must be a natural self-starter who can manage multiple projects and work streams, has an extraordinary attention to detail and a collaborative work ethic.

### Responsibilities

This person will lead and manage the following work streams:

- **GO Oakland is a great place to work:**
  - Ensure that GO Oakland champions team members at all stages of the employee life cycle, from recruitment to retirement, and is recognized as one of the best places to work in Oakland.
  - Implement goals-aligned team structure as well as establish clear individual roles, goals, and responsibilities.
  - Support all managers and team members to ensure that everyone has meaningful team and individual growth opportunities.
  - Breathe life into [values and operating principles](#) throughout our organizational rituals and routines.
  - Manage and support GO Oakland’s team and individual goal-setting process, as well as year-round performance management cycle.
  
- **GO Oakland creates and executes a sound strategy, both short- and long-term.**
  - Facilitate team through creation of organizational clarity, which includes clarity around why we exist down to what every team member should be doing on a daily basis.
  - Work closely with leadership team to create annual strategic agenda and facilitate monthly strategic meetings to accomplish predetermined goals.
  - Supports all leadership team members and their teams in the ongoing implementation of the strategy.
  
- **GO Oakland has the internal capacity and infrastructure to be a high-performing organization and team.**

- Ensure organizational coherence and collaboration by the continuing of, improving of, and creation of internal team systems (team calendar, shared planning structures, internal communications, etc.).
  - Plan and facilitate team meetings, including full Oakland team meetings and Oakland Leadership Team meetings.
  - Align and support our local communications strategy and services- for team and community.
  - Align and support our local data strategy to ensure all decisions are informed by appropriate and easily accessible data.
  - Manage and support our local administrative team and services.
  - Support project management of projects involving the Executive Director.
- **GO Oakland and GO California teams have a strong relationship in service of Oakland team and community.**
    - Work closely with our GO California team to coordinate effective and efficient services in areas including finance, human resources, data, operations, etc.
    - Work closely with our GO California team to align state and local strategies, communications, and development efforts.
- **GO Oakland is highly effective in service of community and financially sustainable.**
    - Work closely with Oakland leadership team to ensure that strategy development and resource allocation are highly efficient and effective.
    - Work closely with Oakland Executive Director and State team to ensure that development efforts successfully support effective and sustainable execution of strategy.

## Candidate Profile

The ideal candidate for this role will have the following characteristics:

- **Culturally Competent**
  - Culturally competent - This person articulates their thoughts about race, class, and privilege in a culturally sensitive and respectful manner.
- **Organizational Leader**
  - Influencer/motivator – This leader will have strong skills in building relationships, communication, and a history of motivating others to work together towards goals. This leader must be comfortable asking others to take action.
  - Project manager – This person is a project manager with a results and action orientation. They get things done efficiently and often get positive feedback for their level of productivity.
  - Values-aligned - This person is motivated by the vision and values of GO Public Schools.
  - Team player – This leader will excel in a small-team environment that requires team members to wear many hats and support each other’s work (e.g., have “all hands on deck” for a particular project or event).
- **Achiever**
  - 8+ years work experience
  - *Achiever* – This person is a renowned performer with solid leadership skills and a history of doing excellent-quality work.
  - *Goal-driven and organized* – This leader is driven to achieve GO’s vision. This leader sets and uses goals to help colleagues, teams, partners, and volunteers work toward that vision. She/he is motivated by goals as a tool to make sure we are spending time wisely. This leader

must have strong follow-through supported by excellent organizational systems.

- *Critical thinking* – This leader will have excellent judgment and be able to make strategic decisions.
- *Personal Responsibility* - This person has a high level of personal responsibility for their work and believes that they can improve their leadership skills over time, so they are eager to ask for and receive feedback.
- *Pro-active initiative-taker* - She or he sees problems where others might not see them - they are excited to take their work from A to A+ and comes to conversations with proposed solutions to problems whenever possible.
- *Growth mindset* – This leader believes that they can improve their leadership skills over time and is eager to ask for and receive feedback.

## Additional Details & Application Directions

### Application Requirements and Process

Please send a resume and cover letter to Ash Solar, Executive Director, at [oaklandmanagingdirector@gopublicschools.org](mailto:oaklandmanagingdirector@gopublicschools.org). Application materials must be submitted as attached documents and saved in the filename format LastName\_FirstName\_Resume.pdf or .doc with no spaces in the filename (use ONLY underscores in place of spaces).

### Benefits and Salary

The salary range for this position is \$88,000 - \$114,400. In addition, a comprehensive benefits package is offered, including:

- Healthcare
  - Healthcare (health, vision, and dental) provided at 100% for employees and 75% for dependents
  - Healthcare plan options - choose between Healthnet or Kaiser
  - Flexible Spending Account (FSA) and Dependent Care Account (DCA)
- Time off
  - 2 weeks of observed holidays annually
  - 2 - 3 weeks of paid time off (grows with years of experience at GO)
  - 2 additional weeks of time off during the winter break
  - 6 weeks of 40% pay for all new parents (to supplement State of California Paid Family Leave and/or Disability benefits)
- Other Benefits
  - Simple IRA retirement plan with up to 3% annual salary match
  - Paid life and long-term-disability policy
  - Paid office parking
  - Up to \$75/month in cell phone reimbursement
  - Paid professional development opportunities

**Anti-Discrimination Policy and Commitment to Diversity** GO Public Schools Oakland seeks individuals of all racial and ethnic backgrounds to apply for this position. We are committed to ensuring diversity within our organization and network, as we want to engage all those who can contribute to this effort.

**About GO Public Schools Oakland** GO Public Schools Oakland is a 501c3 nonprofit organization founded in fall 2008 that supports a coalition of Oakland families, educators, community, and civic leaders united

around a positive, student-oriented vision for public education in our city. We envision an Oakland where all children receive the schooling and support they need to live successful, fulfilling lives. We are part of the emerging network of GO Public Schools organizations, which are local organizations in California cities working to expand educational opportunities for children.

[www.goleadershipcenter.org](http://www.goleadershipcenter.org)