

Regional Manager, West Contra Costa

Organization	California Charter Schools Association (view profile)
Classification	Other
Job Type	Full-Time
Date of posting	8/10/15
County	West Contra Costa

Description

Title: Regional Manager, West Contra Costa

Reports to: Managing Regional Director, San Francisco Bay Area

Location: Remote Office – Bay Area, CA

Job Description: The Regional Manager, as part of the Regional Advocacy team, leads charter school policy/advocacy and supports member schools' interests in West Contra Costa in the areas of charter school authorization, growth, renewals, funding equity and facilities advocacy. This position works closely with charter operators and local elected officials to maximize the positive impact of charter schools in the region and to ensure that students and families have access to high quality schools.

Overview of Responsibilities: The Bay Area Regional Advocacy team supports over 250 charter schools across Northwestern California. This position works directly with the Bay Area Managing Regional Director to support charter members on CCSA's policy campaigns and address policy issues in Contra Costa County. The work will focus on building relationships with charter school leaders, community partners and key elected officials to lay the foundation for new areas of charter growth in the region and sustained support for operating members.

Essential External Duties:

- **Be an advocate:** build toward collective action with charter leaders by creating and implementing strategic campaigns around renewals, facilities, and other issues
- **Build relationships:** visit member schools and provide resources to West Contra Costa charter schools. Over time, begin to cultivate relationships with key leadership and elected and appointed officials at local school districts and county offices of education

Essential Internal Duties:

- Plan strategically:
 - o Support and actively engage in the development, promotion and execution of the Regional Advocacy team's strategic priorities to meet the charter community's needs through advocacy
 - o Create campaign project plans to manage and track key policy initiatives, regularly tracking progress to goal and delegation of responsibilities
- Support the team:
 - o Develop and manage systems to ensure the Bay Area Regional Advocacy team is tracking key information around its policy and advocacy campaigns, monitoring the successes and challenges its members are facing, and developing and distributing relevant charter related policy/advocacy information to elected officials and community organizations
 - o Collaborate with internal CCSA teams, including School Development, Legal, Communications, Achievement and Performance Management, Government Affairs, and CCSA Advocates to align resources and maximize advocacy work and outcomes

Must Haves

- At least 3 years of professional work experience
- Exceptional organizational skills and a self-starter
- Be a problem-solver and solutions-oriented
- Exceptional strategic thinking and planning skills
- Strong written and verbal communication skills

Preferred Capabilities

- Spanish speaking
- Experience working to motivate a variety of constituents

HOW TO APPLY

For interested candidates, please send the following to Kimberly Gray, kgray@calcharters.org. Subject line should read (exactly as written): Regional Manager, West Contra Costa.

- Cover letter answering the following questions:
 - o What is it about our mission that resonates with your experience and/or interests?
 - o What makes you an exceptional candidate for this position in particular?
 - o Where did you learn about this opportunity?
 - o What are your salary expectations?
- Resume
- List of three references (will only contact after notifying you)

Position will be open until filled.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.