



Manager of Collaborative Action

About Marin Promise Partnership

Marin Promise Partners believe that every child in Marin can reach his/her full educational potential regardless of race, ethnicity or income. That's why more than 40 schools, nonprofits, businesses, and government agencies have come together as a cross-sector **cradle to career network** to address Marin county's persistent and systemic educational inequities. With the support of back-bone team staff, Partners **promise** that by 2028 they will have closed educational equity gaps at every stage along the cradle to career educational journey. Using the StriveTogether collective impact framework, Partners are **aligning** around a common vision, using data to hold each other **accountable**, taking collective **action**, and **advocating** for **equitable, systemic change**. At Marin Promise Partnership, partners are seeking to create significant and deep impact in each of Marin Promise's 6 Cradle to Career milestone areas:

- Enter kindergarten ready to succeed
- Master critical literacy concepts in 3rd grade
- Master critical math concepts in 8th Grade
- Graduate high school ready to succeed in college or career
- Enroll in a College or Career Program
- Complete a College or Career Program

The Backbone Team serves as a catalyst to unify and convene the Partners. We work in the space between systems to connect multiple entities into a seamless network of student and family support. We are process experts trained in results based accountability, continuous improvement, complex systems change, equity, research, business operations, project management, communications, data strategy, human centered design and group process facilitation.

The backbone team supports the partnership's governance bodies (Board & Leadership Team) as well as multiple Action Teams networks focused on eliminating disparities at each Milestone and across Milestones. They report progress towards these milestone goals as well as support teams in identifying what intervention strategies are working to close the equity gaps. They encourage collective learning and continuous improvement. The backbone team is the "connective tissue" that holds the Partnership together and enables the educational equity eco-system to function more effectively and efficiently. Check us out at marinpromisepartnership.org to learn more!

Manager of Collaborative Action Overview:

This position is dedicated to advancing the Partnership's goal to close educational equity gaps in West Marin as well as supporting several MPP action teams within the Partnership's Early Childhood Education (ECE) initiative, which are working to advance specific strategies in West Marin and Sausalito Marin City. This manager will also partner with the Backbone Team's Director of Research and Communications to ensure our Backbone Team is communicating in a responsive, clear, and powerful manner to our Partners (and supporting partners' communication with each other).

The Manager will also be responsible for providing a high level of administrative, data, and partner engagement support as the Backbone team works to implement the Partnership's strategic plan. As a result, the Manager will own all relevant Google Drive folders, calendars, and communications and support Directors on the Backbone team to track and monitor progress in continuous improvement using Results Based Accountability, and collect and produce data, visualizations, meeting tools, and communications. Additionally, the Manager will be asked to step in as a co-facilitator as needed.



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Job Responsibilities:

Regional Administration of the Shoreline Community Schools table (40% of role):

- Provide administrative support to BBT Directors, including calendaring, drafting & executing team communications, coordinating meetings, and preparing presentation / meeting material
- When needed, facilitate small-group meetings with regional partners to advance regional goals
- Attend community meetings and / or conduct research to stay aware and informed about the shifting landscapes; prepare findings to report back to Backbone team Directors.
- Develop and maintain calendars, timelines, and agendas for Community Action Teams including scheduling and reserving meeting spaces
- Maintain meeting records including collecting RSVPs, tracking attendance, and taking meeting notes
- Maintain the Regional Team's Google Drive filing system with meeting documents

Early Childhood Education initiative support (40% of role):

- Oversee the data collection, reporting, and analysis necessary to move the Kindergarten Readiness action teams to action, and have the available data to evaluate its progress toward closing educational equity gaps
- Attend community meetings and / or conduct research to stay aware and informed about the Early Childhood Education's shifting landscape; prepare findings to report back to the Director of Early Childhood.
- Develop and maintain calendars and timelines for the Early Childhood Education's action teams, including scheduling and reserving meeting spaces
- Maintain meeting records including collecting RSVPs, tracking attendance, and taking meeting note

Communications (20% of role):

- Partner with the Director of Research and Communications to ensure that the Partnership's communications content is reaching the necessary audiences among partner organizations, community groups, and donors
- Use multiple channels (e.g., social media, 1-1 meetings, email marketing) to support the Partnership in noticing educational inequities, appreciating bright spots, and learning about opportunities for collaborative action
- Identify and develop tracking mechanisms for "engagement" success metrics (i.e. page views, emails opened, meetings attended, social media "liked" "retweeted", mentions etc.)

Position Competencies:

- *Relationship Development:* Interacts positively with and has experience building unity across diverse groups of people. Utilizes compassion, empathy, and humility when motivating team members to engage in difficult work.
- *Cultural Responsiveness:* Interacts routinely in conversations based on race and equity, professionally and personally, and should show comfort and experience doing so. Must be willing to engage in professional development in this area.



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- *Project Management:* Sets and adheres to strict deadlines and operates well under pressure of quick turnarounds. Exhibits strong planning and organizational skills, and demonstrates an ability to collaborate well with others. Has experience “managing up” when seeking support from organizational leaders to meet project deadlines.
- *Detail Orientation:* Demonstrates accuracy, attention to detail and thoroughness in all workstreams, regularly monitoring own work to ensure quality.
- *Effective Communication:* Demonstrates the ability to communicate effectively with partners from diverse backgrounds and produce clear, concise, and accessible communications.

Qualifications:

- Experience working or volunteering in a collective impact, coalition, educational setting or network-building organization is highly desirable
- Experience with school district and Early Childhood Education systems
- Experience working or living in Marin County is highly desirable
- Humility, courage, compassion, and a dedication to equity
- Ability to use Google Drive (Docs, Slides, Sheets), with comfort and skill in creating presentations
- Ability to write and speak in Spanish preferred

How to Apply:

- Please send an updated resume and cover letter (1pg each) to Cameron Hunter, Marin Promise Partnership’s Senior Director of Strategy and Operations, at cameron@marinpromisepartnership.org. Applications will be considered on a rolling basis until the position is filled.

Marin Promise Partnership Benefits & Other Information:

We offer a unique, flexible work culture that is incredibly data-driven, results-driven and mission-focused. The Backbone Team cares deeply about closing the opportunity gap in Marin, and you’ll have a chance daily to impact the lives of thousands of students on a small, but mighty team. Here are a few important details to know:

- Compensation ranges between \$65-90K / year - commensurate with experience and expertise - in addition to a full benefits package (health, dental, and retirement with 5% employer match)
- We offer a flexible work schedule with opportunities to work remotely on occasion. This position also requires some flexibility in hours with some night / weekend work
- We strive to be a learning organization, so we provide regular professional development opportunities as well as quarterly staff retreats
- This position reports to Marin Promise Partnership’s Director of Early Childhood.

Marin Promise Partnership is an equal opportunity employer, hiring and promoting staff and providing equity training to individuals without regard to race, creed, ethnicity, gender, sexual orientation, marital status, national origin, age or physical ability. Women, underrepresented minorities, people with disabilities and veterans are strongly encouraged to apply.