



# Foundation for Madison's Public Schools

Job Title:	Teacher Program Manager
Responsible to:	Executive Director
Date Approved:	April 2019

## **About the Opportunity**

Incorporated in 2001, the Foundation for Madison's Public Schools is a 501(c)(3) nonprofit agency that focuses exclusively on delivering support to the Madison Metropolitan School District's 50 public schools; more than 5,000 staff, including 2,700 classroom teachers; and 27,000 plus students. During its existence, the Foundation for has delivered more than \$11 million in resources to Madison's public schools. The Foundation seeks a Teacher Program Manager to continue our exploration of a teacher supply program.

In February 2018, the Foundation's Grants Committee began discussions about launching a program that would provide materials to teachers and create a space where teachers could exchange ideas and best practices. Working with a consultant during the fall 2018, the Foundation drafted a business plan for the program. The Teacher Program Manager would take the plan, answer remaining questions and advise the Committee on the viability and long-term sustainability of a Foundation-hosted teacher supply program.

The Teacher Program Manager reports to the Executive Director. This is a limited term, part-time, non-benefits eligible, project management role, available up to six months. Structuring this engagement as a contract for services is also possible. The Foundation's Board of Directors is tentatively scheduled to review findings from this project at its March 2020 meeting to determine if we move ahead with the program.

## **Duties & Responsibilities (include, but are not limited to, the following)**

- Develop and finalize value proposition statements for key stakeholder groups.
- Enlist expertise, such as templates and best practices, from programs around the country.
- Determine minimum viable product to offer MMSD teachers and how many teachers we could meaningfully serve during a pilot phase.
- Verify that program elements in alignment with MMSD practices and Board of Education policies.
- Complete the budget to refine the fundraising goal for start-up capital and for ongoing operations as well as assess proposed program fee structure.
- Oversee fundraising efforts to secure investments from new and existing prospects.
- Engage community assets to determine strength and potential level of commitment from in-kind donors (i.e. product donations) and volunteers.
- Explore and make recommendations for systems required to manage inventory and volunteers.

- Assess logistical needs for program, including potential space for program.
- Draft communications to promote the program to the community and to generate participation within MMSD's teacher workforce.
- Coordinate efforts with the Foundation's Marketing Director, Community Partnerships Director and Operations & Finance Director.
- Participate in Foundation staff activities, such as bi-weekly staff meetings.
- Prepare for and report to the Executive Director and the Foundation's Grants Committee.
- Other duties as assigned.

## **Qualifications**

### **Education**

- BA/BS degree with minimum 10+ years of working experience preferred.

### **Work Experience:**

- Prior non-profit experience beyond entry-level with areas including administration and operations, partnerships and development, planning and strategy
- Prior experience with event coordination and execution
- Prior experience working with volunteers
- Entrepreneurial and retail experience a plus
- Knowledge and understanding of marketing and outreach
- Performance tracking and reporting experience
- Event and logistics experience

### **Skills:**

- Exceptional interpersonal and communication skills
- Strong organizational skills with attention to detail
- Working knowledge or ability to develop quick familiarity with MMSD
- Ability to maximize personal effectiveness in meeting the needs of the teachers and FMPS
- Possess excellent customer service skills and be self-motivated
- Innovative, creative and applies entrepreneurial approaches to solving challenges and resource limitations including securing new partners, inventory and volunteers
- Demonstrated project management skills
- Demonstrated supervisory/management skills
- Must have strong computer skills (Word, PowerPoint, Outlook, and Internet etc.). InDesign or other graphic design a plus.
- Must have basic knowledge of social media in order to carry out social media and digital marketing upkeep (including posting and responding), as well as basic knowledge of email marketing

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NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## **About the Foundation**

**Mission:** The Foundation is committed to supporting the education of every child by raising private funds, awarding grants, developing community partnerships, and advocating for Madison's public schools.

**Vision:** Supported by the Foundation, Madison will have excellent, well-funded public schools in which learning is celebrated and all students graduate ready for college, career, and community involvement.

### **Values & Beliefs:**

*We Believe –*

- Every child deserves a high quality and equitable education.
- The future depends upon today's investment in the educational experience of tomorrow's leaders.
- High quality public education is fundamental to a vibrant community and a strong local economy.
- Access to public education is essential for a thriving democracy.
- The Foundation plays a vital role in connecting public schools and community resources.

*We Will –*

- Fund promising, innovative educational programs and activities outside the core school budget.
- Build and sustain partnerships that mobilize business and community resources.
- Invest community resources to expand opportunities for all Madison public school students.
- Promote the value of Madison public schools throughout the community.
- Manage the Foundation with integrity and transparency.

For more information about the Foundation for Madison's Public Schools, please visit:

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

**To apply, please submit cover letter and resume electronically – by May 1, 2019 – to:**

Melinda V. Heinritz  
Executive Director  
[mheinritz@fmps.org](mailto:mheinritz@fmps.org)