Network Engagement Manager, Proving Ground  
Auto req ID 43828BR

**Duties & Responsibilities**

Our goal is to make evidence gathering and use a natural part of how education agencies conduct their daily work by making it easier for network members to pilot and test new ideas and share what they learn. The Network Engagement Manager will support education leaders around the country as they learn what’s working and what’s not in education and move their agencies towards an evidence-driven culture.

This person will work as part of a team to support learning and manage change with our network partners. The main responsibility is to manage the peer networking and change management components of a single Proving Ground network. This work will include managing and developing content and tools to support the network and change management process, planning and running meetings and conversations with partner agency senior leadership team, and ensuring all legal and logistical needs of the network are addressed.

**Duties & Responsibilities:**

Core responsibilities include maintaining and supporting network partners, general network activities, and collaborating with staff across CEPR to meet key project deadlines. Specific duties include the following.

**Partner Relationship Management (40%)**

- Serve as the lead point of contact with partner agencies’ senior leadership team (e.g., superintendent, chief academic officer, chief performance officer, etc.) and internal program team for all matters relating to the projects.
- Build and maintain strong relationships with all partners.
- Ensure that all contractual, operational and data management logistics are moving forward to facilitate full engagement by partner agency and ensure that internal and external contacts adhere to all contract terms.
- Develop, manage, and facilitate on-site meetings with partner agencies to ensure district leadership team participation.
- Develop and manage process for identifying and selecting interventions to test.
- Develop reports and presentations to clearly communicate project progress for all internal and external partners including school boards, superintendents, and principals.
- Collaborate with partners’ leadership team and program team to develop strategy implementation plans.

**Network Management (40%)**

- Establish, manage and grow connections between and across partners to facilitate relationship development, share learnings, and encourage cross-site collaborations.
• Manage the development of the annual network partners meeting, including working with project coordinators, research managers, and Proving Ground’s director.
• Create and manage delivery and content for network specific webinars.
• Curate and manage the content for the document management system and facilitate on-line partner discussion.
• Maintain connection with education sector thought leaders (both Harvard faculty and outside experts).
• Develop tools and resources to support change management work, including, but not limited to tools that: assess the alignment between a district’s issues and their resource allocation, facilitate root cause analyses, help create district-specific action plans, etc.

Project Management and Communications (20%)
• Maintain open and clear communications with the Proving Ground project director and research team to facilitate effective work.
• Create project timelines and time-to-completion.
• Develop tools and resources to support the change management and continuous improvement processes.
• Develop and participate in presenting key partnership findings to both internal audiences and partner agencies.
• Support in the recruitment of new agencies to the network.
• Present at national conferences on network findings.
• Collaborate with appropriate members of the PG team to ensure that on-site meetings, webinars, annual convening, etc., include the right analysis (as appropriate) and protocols (as appropriate).

This position is a term appointment for one year from the date of hire, with a strong possibility of continuation.

Basic Qualifications
• Bachelor’s degree in public policy, political science, economics, or a related field, prior to starting in the position.
• At least 3 plus years of professional work experience; relevant coursework may count towards this experience.
• Candidates wishing to be considered must submit a resume, a cover letter, and a five-page writing sample (this can be a part of a larger piece of work).
• All candidates invited to interview, will be asked to complete a memo and present their recommendations during the in-person interview.
• Any applicant wishing to be considered for this position must indicate that they meet all of the basic requirements in either the cover letter or resume.
• This position requires up to 40% travel.


Additional Qualifications

- Demonstrated capacity to synthesize and present findings to both technical and non-technical audiences
- Proven ability to work under pressure, accurately assess problems, and develop solutions
- Experience working with (or in) education or the public sector preferred
- Change management, systems management, or management consulting experience a plus
- Demonstrated success managing completion of projects a plus
- Masters degree preferred
- Driver’s license preferred

Additional Information

Please attach your resume and cover letter as one document.

We regret that the Harvard Graduate School of Education does not provide Visa sponsorship.

How to Apply

All candidates must apply through ASPIRE, Harvard's Recruitment Management System. Click on the "Search Openings" link and find CEPR job opportunities by searching with the keyword "CEPR" or with the Auto Req ID (43828BR).