



Senior Manager, L.A. Region K-16 Collaborative

Job Description

Position

The K-16 Collaborative Sr. Manager will provide staffing support and guidance to UNITE-LA and partners through project management, strategy development, and technical assistance for a new Los Angeles Regional K-16 Collaborative. This opportunity is made possible by a state grant that brings together more than two dozen regional higher education institutions, K-12 districts, and employers to build stronger pathways for L.A. students beginning in high school and going through college to a fruitful career. UNITE-LA, acting as regional convener for the collaborative, will engage partners in developing a countywide strategy that supports traditional, nontraditional, and special populations, emphasizing BIPOC and historically underserved students.

The Sr. Manager will be a key member of the convening team, with a strong knowledge of and experience in education systems in Los Angeles and/or California. The Sr. Manager will serve as a leader and point of contact for UNITE-LA among collaborative partners and community members, primarily supporting the organizing and convening of local educational, business, and civic leaders dedicated to developing strong pathways from K-12 through postsecondary to careers for communities that face barriers to success. The Sr. Manager will influence and drive change through these relationships and play a vital role in fundraising, data analysis, communications, and strategic partnerships.

About Us

Over the past 20 years, UNITE-LA has established itself as a trusted education and business intermediary, dedicated to supporting the development of an effective local public education system, so that **ALL** children and youth succeed in college, career and beyond. Through the intersection of programming, policy, and systems change efforts, UNITE-LA works to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce.

UNITE-LA is the convener of the L.A. Regional K-16 Collaborative, a collaboration between county K-12 and postsecondary education institutions, employers, and community partners to close education and workforce gaps for historically underrepresented students in the region. UNITE-LA, through the L.A. Compact, has acted as a bridge builder - convening and mobilizing leaders from education, business, government, and civic organizations who believe that talent is equally distributed, but opportunity is not. UNITE-LA will continue to do this in partnership with the regional collaborative and work specifically to advance the educational pipeline for students interested in healthcare, computer science and engineering, and other high-growth fields.

Core Competencies and Duties of Position

- **Project Management** – In coordination with the UNITE-LA Systems Change team and LA K-16 Regional Collaborative Stewardship group, track and maintain regional and subregional projects related to goals of the collaborative



- **Strategy Development** – Support in the development of strategies and activities carried out by regional and subregional leadership and provide continuous technical assistance and support from a regional lens and through content expertise
- **Interpersonal Communication** – Develop and maintain effective and collegial working relationships with external partners and stakeholders, including but not limited to, college and university faculty and administrative leaders, K-12 personnel, and local employers and business organizations
- **Written Communication** – Independently prepare professional written correspondence and maintain accurate records and files for LA Regional K-16 Stewardship Group and subject specific communities of practice. Prepare written summaries and reports for multiple audiences and formats, such as but not limited to e-newsletters, web and social media, and grant reports.
- **Meeting Facilitation** – Support the UNITE-LA team in planning and facilitating meetings and convenings for the collaborative and manage scheduling, agenda development, meeting minutes, and co-facilitation.

Skills & Qualifications

- Passion, energy and commitment towards UNITE-LA's mission and racial equity
- Subject matter expertise in college and career pathways, especially in the Los Angeles region and/or California
- Bachelor's degree with 5 years relevant work experience OR Master's degree with 3 years relevant work experience OR 7+ years relevant work experience in education or workforce development for communities facing high education and labor market barriers
 - Degree or coursework preferred in the following areas: public policy, public administration, education or higher education, and/or macro social work
- Demonstrated organizational and project management skills, including:
 - Ability to develop workplans and prioritize work across multiple projects while maintaining quality of work
 - Ability to balance strategic vision with detail-oriented implementation
- Experience supporting effective teams whether comprised of direct teammates, colleagues from other departments with no formal reporting structure, contractors and/or external partners
- Ability to build strong relationships and work effectively with internal teams and a diverse array of stakeholders
- Experience with planning and facilitating internal and external stakeholder meetings
- Excellent written and verbal communication skills with the ability to communicate complex ideas accessibly for a wide range of audiences and translate content for various stakeholders based on context
- Intellectually curious learner willing take in new information and perspectives to inform and adapt work; demonstrates a growth mindset and desire to continuously improve

Compensation

This is a full-time exempt position with a starting annual salary range of \$70,000-\$75,000, commensurate with experience. Our competitive benefits package includes paid sick leave, vacation, and work-life



harmony time, in addition to a robust paid holiday schedule; 401(k) participation with employer contribution; competitive health, vision and dental insurance, flexible spending accounts, and more. UNITE-LA promotes a culture of work-life harmony with flexible schedules and offers employee growth development plans to support pathways forward.

Location

This position is based in Los Angeles, CA. While many staff continue to regularly work remotely, attendance at our downtown Los Angeles office or at community events in the L.A. region can be expected a few times a month. Occasional travel is required for in-state and out-of-state conferences. At this time, UNITE-LA is requiring all staff who represent the organization in-person (whether in the office, at off-site meetings, or for travel) to show proof of COVID-19 vaccination, including a booster if eligible, or to present a valid religious or medical exemption to Human Resources.

To Apply

Interested candidates should submit their **resume and a cover letter summarizing your qualifications for the position** to higherred@unitela.com using the email subject line "K-16 Collaborative Sr. Manager." Applications will be reviewed on a rolling basis until filled.

UNITE-LA is proud to be an Equal Opportunity Employer committed to developing and sustaining a diverse workforce, because we believe that it makes our organization stronger. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.