

The Innovation Project



Title: **Executive Assistant**
Location: Flexible within North Carolina (must be able and willing to travel frequently to Raleigh and Greensboro)
Start date: On or before January 1, 2023
Role type: Full time
Travel: Approximately 20% in-state travel and occasional national travel

Who We Are:

The Innovation Project (TIP) is a nonprofit collaborative working group of North Carolina public school district superintendents created to envision the future of education and design equitable, learning-centered strategies to shape that future. TIP's work is driven by the themes of rethinking, reimagining, and redesigning public education. We focus on whole child approaches and strategies that position districts as hubs of their communities. These touchstones orient the projects we undertake and the networks we build across our school districts and communities to accelerate and sustain innovation. To learn more about The Innovation Project, visit <https://tipnc.org/>.

The Opportunity:

TIP formally began on July 1, 2015, and has since become a vibrant North Carolina nonprofit and 501(c)(3) organization and a vital part of the North Carolina education innovation landscape. TIP currently has 18 district members and a seven-member board of directors made up of member districts' superintendents. TIP is run by a core leadership team supported by an extensive network of contract partners. At any given time, TIP is actively engaged in numerous ongoing initiatives. We maintain partnerships with state and local education leaders, higher education institutions, private industry, and other education-focused nonprofit organizations. TIP is funded through member dues and philanthropic support including general operating grants and project grants.

The **Executive Assistant** will work closely with two TIP executives: TIP's Chief Executive Officer (CEO) and the Executive Director of SparkNC, a TIP initiative (ED). The Executive Assistant's primary responsibility will be to support the CEO and the ED as they lead a team of employees and contractors, and a network of programmatic partners, to serve TIP's district members efficiently and effectively by designing and executing strategies aligned with the organization's mission, vision, and guiding principles.

This is an exciting opportunity for a candidate who would like to play an important role with a small, mission-driven nonprofit organization, supporting a dedicated team driven by a belief in the power of transformational district leadership and the promise of innovative strategies to shape a more effective, equitable, and learner-centered education system for North Carolina's students.

TIP is a nonpartisan organization. We partner with state and local government leaders regardless of party affiliation to add R&D and innovation capacity to inform their work. We do not take political positions.

Our Ideal Candidate:

The ideal candidate will have impeccable organizational skills and be able to juggle multiple complex administrative tasks simultaneously. The ideal candidate will have strong interpersonal skills and be able to work with many different stakeholders with professionalism, patience, tact, and grace. The ideal candidate will be resourceful and deeply skilled in supporting executive-level demands related to the management of time, resources, and people. The ideal candidate will have the capacity to expertly support executives in a fast-paced, rapidly changing, and entrepreneurial environment. The ideal candidate will be able to coordinate efforts to meet the disparate needs of 18 districts' leadership teams and numerous programmatic partners and funders in North Carolina and nationally. The ideal candidate will be an excellent listener and a strong writer who can effectively capture and organize meeting notes for team and partner use. The ideal candidate will have the capacity to review meeting materials and other print and multimedia resources prior to external distribution and to support the team in meeting the highest standards of excellence in written and other communications. The ideal candidate will be comfortable working in deadline-driven environments. The ideal candidate will be a team player, willing to go the extra mile to make the team's work extraordinary.

Primary Duties and Responsibilities:

- Manage calendars, schedule meetings, complete monthly time and expense reports, and complete or assist with travel arrangements, meeting logistics, and other administrative tasks on behalf of the CEO and the ED.
- Aide the CEO and ED and TIP's Director of Operations with maintaining documents and resources for efficient organizational operations. This may include supporting team use of project management programs such as Asana or Basecamp; maintaining and organizing Google Shared Drives and folders; electronic and hard copy filing and document storage; and maintaining and updating relevant operational documents as needed (e.g., contact lists, meeting calendars, Google Groups, etc.).
- Serve as a primary point of contact for correspondence with TIP district members, including communications with each district's superintendent and assistant(s), designated district Innovation Leads, SparkNC Leads, PIOs, CTE Directors, and other district employees as needed.
- Coordinate meetings as requested by the CEO or ED, including TIP Membership Meetings and Board Meetings; Member Retreats; Learning Visits within NC and to other states; and conferences and events hosted or co-hosted by TIP. Tasks may include managing registration processes; arranging for space, meals and refreshments, and meeting supplies and materials (e.g., chart paper, markers, post-it notes); meeting technology needs; and arranging travel and other logistics as needed (e.g., hotel blocks, group transportation; restaurant reservations; parking). TIP's Director of Operations and her team are available to assist with meeting logistics and execution as needed.
- Attend meetings as requested by the CEO or ED; take notes/minutes; share notes/minutes including next steps with attendees.
- Assist the CEO, ED, and other team members and partners to complete processes to prepare and file grant applications, grant reports, and other reports related to state and federal contracts, project evaluation and other project requirements.
- Draft emails and other correspondence for review by the CEO or ED; Review, edit, and proofread draft written documents and other materials prior to distribution or sharing with external audiences.
- Complete other duties as assigned by the CEO and ED.

Benefits

The Innovation Project provides full-time employees with a competitive benefits package that includes a health care plan; retirement plan; dental, vision, and disability coverage; organization-wide holidays; and professional development opportunities.

Apply

The Innovation Project is an equal opportunity employer. We value diversity, equity, and inclusion, and we encourage candidates from historically underrepresented groups to apply. To apply, please forward a resume and cover letter to Dionne Lester, TIP's Director of Operations, at dlester@tipnc.org.

Deadline

This position will remain open until filled.