



### **Special Projects Manager**

*“We never believed it was acceptable for Tennessee to be ranked in the bottom five to 10 states in the country in education. And we don’t believe today that we should be below the national average. But what we have seen is that change is possible. Our students can grow. It’s happening in Tennessee, and it can happen all across our nation.”*

--Tennessee Governor Bill Haslam, November 9, 2013

### **INTRODUCTION**

In recent years, Tennessee has made significant progress in advancing a bold education improvement plan, and is a leader in the nation in efforts to dramatically improve student achievement. Since 2011, according to the National Assessment of Educational Progress (NAEP)—also known as the Nation’s Report Card—Tennessee has been one of the fastest improving states in the nation in student achievement. While Tennessee has made significant gains, students still score below the national average. Since 2009, the State Collaborative on Reforming Education (SCORE) has played a critical role in advancing student achievement and works to drive collaboration across the state on policy and practice to ensure all students graduate high school prepared for postsecondary education and the workforce.

SCORE is an independent, non-profit, and non-partisan organization founded by former U.S. Senate Majority Leader Bill Frist, and dedicated to the goal that every student in Tennessee graduates from high school prepared for postsecondary education and the work force. SCORE supports student success across Tennessee by insisting on high expectations for what students can achieve, empowering people to lead the change for our students, and fostering a culture of innovation.

SCORE is based at Vanderbilt University’s John Seigenthaler Center. For more information on SCORE, please visit [www.tnscore.org](http://www.tnscore.org).

### **POSITION OVERVIEW AND KEY RESPONSIBILITIES**

The Special Projects Manager will play a critical role in coordinating and driving progress on SCORE’s strategic priorities. Specifically, the Special Projects Manager will 1) ensure coordination, communication, and forward progress across various programmatic work streams, 2) manage special projects for the organization, and 3) provide direct support to SCORE leadership.

Specific examples of the work that the Special Projects Manager will be responsible for include but are not limited to:

- Ensure programmatic work across the organization is coordinated and driving towards the organization’s annual and overall goals, specifically through ensuring projects and people are coordinated and communicating towards full impact.
- Ensure the day-to-day progress of SCORE’s programmatic activities by developing and monitoring project plans for major projects.
- Manage special projects and initiatives for the organization.
- Provide communications support to SCORE leadership by drafting reports, memos, presentations, and internal and external communications as needed.

- Ensure timely education updates are communicated with key partners, including SCORE Board of Directors and philanthropic partners.
- Support the Vice President of Programs to ensure successful quarterly Steering Committee meetings and ensure regular engagement with Steering Committee members.
- Coordinate the Tennessee Educational Innovation Fund, working with team members and external partners to support the management of current investments and ensure SCORE is regularly considering future investments.
- Work with SCORE's grants manager to ensure SCORE programmatic work is reflected in grant reports.

The Special Projects Manager will report to SCORE's Vice President of Programs and work closely with SCORE leadership.

### **Candidate Requirements**

SCORE is looking for a collaborative, systems-oriented, and process-driven professional with knowledge of the education landscape who can excel in a cross-functional role. Candidates should exhibit the following requirements:

- A bachelor's degree is the minimum education level required.
- Candidates must have knowledge of the education landscape and a passion for SCORE's mission and a drive to dramatically improve student achievement in Tennessee.
- Candidates must be results-driven and meet adversity with tenacity. They are master organizers and project planners who consistently look ahead and anticipate needs before they arise.
- Candidate must have proven experience managing multiple tasks simultaneously in a fast-paced, rapid-growth, high-intensity, and intellectually-demanding environment.
- Excellent written and verbal communication skills are a requirement.
- Candidates must be able to problem solve in the moment and pro-actively consult with other team members as appropriate.
- Extraordinarily high attention to detail is one of the most important qualities candidates can possess.
- Candidates must have outstanding demonstrated success in project management.
- Candidates must demonstrate the ability to think in innovative ways and the ability to communicate with a variety of audiences.
- Candidates must have high emotional intelligence and be able to build respect among colleagues.

### **COMPENSATION**

Compensation will be competitive based on the candidate's previous experience and credentials.

### **TO APPLY**

To apply, please send a resume and cover to SCORE's Vice President of Programs, Mary Cypress Metz, at [marycypress@tnscore.org](mailto:marycypress@tnscore.org). If you have any questions about the position, please contact Mary Cypress at that email address or by phone at 615-727-1545.