



Position: Family Engagement Manager  
Reports to: Executive Director  
Salary: Commensurate with experience (\$55,000 - \$65,000/annually)  
Benefits: Health, dental, vision and paid time off  
Status: Full-time exempt position (37.5 hours)  
Location: Cleveland, Ohio

**About the Cleveland Transformation Alliance:**

Cleveland Transformation Alliance works to ensure every child in the city attends an excellent school and every neighborhood has a multitude of great schools from which families can choose. The Cleveland Transformation Alliance is a nonprofit advocacy organization dedicated to growing a portfolio of high-performing district and public charter schools in Cleveland.

In late 2011, Cleveland Mayor Frank Jackson charged the Cleveland Metropolitan School District, the philanthropic sector, the business community and representatives of the charter sector to develop a plan to fundamentally reinvent public education in Cleveland. *Cleveland's Plan for Transforming Schools* was presented to Ohio's governor and legislative leadership in February 2012.

The plan detailed Cleveland's proposed transition from a traditional, single-source school district to a new performance-based system of district and charter schools that work in partnership to create dramatic student achievement gains for every child. It is built upon growing the number of excellent schools in Cleveland, regardless of provider, and giving these schools autonomy over people, time and money in exchange for high accountability for performance. The goal of the Cleveland Plan is to ensure every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose. The Cleveland Plan has four interwoven strategies:

**Cleveland's Portfolio Schools Strategy**

- Grow the number of high-performing district and charter schools in Cleveland and close and replace failing schools.
- Focus district's central office on key support and governance roles and transfer authority and resources to schools.
- *Create the Cleveland Transformation Alliance to ensure accountability for all public schools in the city.*
- Invest and phase in high-leverage system reforms across all schools from preschool to college and career.

The Cleveland Transformation Alliance will support this work by:

- Ensuring fidelity to the citywide education plan
- Assessing the quality of all district and charter schools in Cleveland
- Communicating with parents about quality school choices
- Monitoring quality of the charter sector

### **Family Engagement Manager Position Description:**

Cleveland Transformation Alliance seeks an energetic, strategic, and innovative person to engage and collaborate with diverse communities and organizations across Cleveland around public education and the Alliance's work. The Family Engagement Manager is responsible for managing the community and family engagement initiatives of the Alliance including our Ambassador, Navigator, Family Café, and future Parent/Caregiver efforts. The Family Engagement Manager will work with the Executive Director to create, manage, and execute a comprehensive family engagement plan.

### **Responsibilities:**

- Work with Executive Director to develop and implement plans with measurable goals to support the organization's base-building initiatives
- Develop and execute a long-term base-building plan to recruit, train, and sustain engagement programming to help educate the families about public school options in the Cleveland Metropolitan School District service area
- Recruit, train, and supervise part-time navigator staff
- Maintain ambassador database, keep data current, including individual contact information, and results of ambassador activities
- Represent the Cleveland Transformation Alliance at community events that raise the visibility of the Alliance and educate families about public school options
- Grow the organization's network, through social media, storytelling, grassroots community engagement, and networking
- Assist in creating content for organizational newsletters, brochures, and other educational materials
- Coordinate with staff and partners to ensure cohesive program implementation
- Work collaboratively with other staff to produce the School Quality Guide annually
- Attend meetings of the Cleveland Transformation Alliance Board of Directors and compile meeting minutes
- Other duties as needed

### **Core Competencies**

- Excellent communication skills
  - Working knowledge of the political and non-profit landscape in Cleveland
  - Exceptional work ethic, organizational skills, attention to detail, and strategic thinking
  - Experience planning, conducting, and facilitating meetings with residents and organizational partners
- Ability to independently manage several projects at one time, prioritize tasks, and implement a plan

### **Technical Expertise**

- Proficiency in Microsoft
- Experience with customer management system databases

## **Education and Experience**

- Two years to five years experience in organizing or family engagement work
- Bachelor's Degree or equivalent experience with references

## **Working Conditions and Physical Requirements [Light]**

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting although off-site meetings in various settings occur.
- The schedule is generally normal business hours although there is a requirement to perform work, attend meetings and events before or after normal work hours, and occasionally on weekends and evenings.
- The position is grant funded, and while the organization funding is stable, the position is depended on available grant funding.
- Some travel by personal automobile and a valid drivers' license is required
- Limited overnight travel may be required.
- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

Cleveland Transformation Alliance is an equal opportunity employer and encourages people of color, persons with disabilities, and LGBTQ individuals to apply.

The successful applicant will need to pass a background check to ensure ability to work with children. Please note: Past criminal convictions are not immediate disqualifications to employment.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION.

**To apply: Please submit a cover letter, resume, and three references to  
Meghann Marnecheck, Executive Director at [info@clevelandta.org](mailto:info@clevelandta.org).  
Interested applicants should apply by Friday, September 17<sup>th</sup> at 5:00 p.m.  
Interviews will begin while the posting is still open.  
No calls please.**