



DEPUTY CHIEF OF STAFF JOB DESCRIPTION FULL TIME, IN PERSON, DALLAS TX

Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 50 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

The Role

United to Learn's Deputy Chief of Staff plays a critical role in advancing the mission, brand, and programs of the organization by overseeing special projects, executing on our strategic plan, ensuring internal management systems, and driving team productivity. Additionally, the Deputy Chief of Staff will engage with external stakeholders to deepen community engagement and explore new initiatives and potential collaborations.

Key responsibilities include:

- Oversee and manage special projects including (i) the development and implementation of governance level retreats, semi-annual workshops or monthly seminars, (ii) pilot initiatives that advance the mission of U2L in alignment with Dallas ISD leadership, (iii) team-wide professional development initiatives.
- Implement key elements of the strategic plan to ensure alignment with organizational goals.
- Ensure effective internal management systems, including managing staff meeting agendas, annual programming cadence, and coordination between departments.
- Engage with external networks to design optimal community alliances with local organizations, business, and government entities, to deepen community engagement of team and surface new initiatives or potential collaborations.
- Support the Chief Executive Officer in managing various internal communication and external speaking opportunities.
- Provide strategic guidance to cross-functional teams to achieve organizational impact.

Our values underpin everything we do. The Deputy Chief of Staff is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

Reporting Structure

The Deputy Chief of Staff reports to the Chief Executive Officer.

Essential Competencies

Functional Excellence

- Create vision and strategy for assigned projects that inspires team to follow
- Contribute to the development and execution of strategic plans, metrics and budgets
- Ability to nimbly flex from strategic planning to execution of plan
- Contribute expertise to cross-organizational strategy; impact alignment and delivery of cross functional areas to accelerate organizational strategy and initiatives
- Bring subject matter expertise to assigned projects with a deep understanding of key stakeholders; ability to educate and advise executive team on strategic matters
- Use experience, expertise, and judgment to report trends to senior leadership team and/or consult CEO on issues impacting work of United to Learn
- Proactively seek and find ways to improve effectiveness of organization as well as how to best integrate cross functional areas and/or programs

Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Exemplify and regularly communicate U2L mission, vision, values, model, theory of change, and knowledge of U2L schools

- Understand and advocate for Dallas ISD goals and priorities, know how to evaluate assessments and steward senior district relationships

Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Serve as transformational leader for organization; lead change, gain buy-in across senior leadership and external stakeholders with agility
- Lead with optimism, anticipate challenges and guide project teams to solutions with resilience

Communication

- Exemplify and set tone for excellent written and verbal communications internally and externally
- Articulate alignment between functional initiatives and organizational strategy
- Contribute to development of messaging regarding high-visibility organizational issues

Relationship Management

- Foster culture that supports cross-functional trust and cross-sector relationship building according to U2L definition of belonging
- Set vision and tone as well as further opportunities for advancing cultural competency for self and others across the organization
- Contribute to the development of policies that honor diverse cultural identities and relationships across staff, schools, and Network
- Support design of strategic opportunities and venues for staff networking and relationship building internally and externally

People Development

- Set and exemplify vision, tone, and culture of strong coaching and development across U2L culture
- Maintain an understanding of industry best practices in talent management, compensation, recruitment, recognition, and retention
- Drive team productivity by creating a positive organizational culture and fostering a collaborative work environment
- As member of SLT, contribute to strategy for recruiting, retaining and managing talent within function and across organization, remaining mindful of labor market and organizational budget, in collaboration with HR

Technical Excellence

- Set vision for data-driven decision-making and storytelling
- Communicate impact of relevant and important findings from data analysis on organizational strategy
- Champion process improvement efforts; prioritize funding for key technical tools and resources
- Advanced knowledge of Google Suite and Microsoft Office

Ideal Candidate Qualifications

- Hold a bachelor's degree and a minimum of ten years in nonprofit management, marketing, strategy or related experience.
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Deputy Chief of Staff will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to careers@unitedtolearn.org.