



Job Description Director of Education

Application Deadline: April 10th, 2020

Anticipated Start Date: June 1st, 2020

Location: Des Moines, Iowa

Job Type: Full-time

Reports to: Executive Director

Compensation: \$50,000-\$55,000 annually

Benefits: Generous vacation package (20 days); 10 paid holidays; paid time off for birthday; week-long paid office "shutdown" for end of year; high quality health, dental, and vision insurance paid by the organization; 3% Simple IRA retirement match

Description

Iowa Safe Schools is a growing non-profit organization focused on creating safe, supportive, and nurturing learning environments and communities for LGBTQ youth. The Director of Education leads the Education Department and works closely with the Executive Director to oversee and manage all aspects of Iowa Safe Schools' educational programming, trainings, conferences, and curriculum development.

This position is charged with the responsibility of developing, maintaining, and growing Iowa Safe Schools' educational programming including the Safe Schools Academy, the Governor's Conference on LGBTQ Youth, and our array of smaller conferences and events. The successful candidate will have knowledge about the LGBTQ community, especially LGBTQ youth. The candidate will have successful skills at building relationships, public speaking, and creation of curriculum. The Director of Education leads a team of two individuals (Registrar/Office Manager and Education Coordinator).

Responsibilities

- Manage and lead the Safe Schools Academy which provides online and in-person license renewal and graduate credit courses for Iowa educators, social workers, and mental health counselors.
- Build upon existing Safe Schools Academy courses with curricular updates and infusion of new information from partner organizations.
- Assist with organizing and managing the educational workshops at the Governor's Conference on LGBTQ Youth.
- Organize and manage approximately fifteen additional conferences throughout the year that are held throughout the country.

- Organize and manage the Trans Education Summit, Iowa Anti-Bullying Symposium, and the Anti-Violence Symposium.
- Develop a plan to continue increasing revenue from programmatic efforts including the Safe Schools Academy
- Coordinate with the Education Department team members in maintaining and organizing Safe Schools Academy courses
- Develop an evaluation plan for Iowa Safe Schools' educational programming
- Cultivate existing relationships with allied organizations.
- Speak to schools, community organizations, corporations, colleges, city staff, faith communities, and others upon request about LGBTQ youth and other topics requested.
- Travel will be required for meetings, conferences, and other organization activities. Travel is limited to an average of 2-5 days a month with occasional overnights.
- Other duties as assigned.

Qualifications

Iowa Safe Schools is seeking an accomplished Director of Education who is a licensed educator with a Masters degree and at least three years' experience. This position will require a highly organized and dynamic individual who thrives in public speaking environments.

Specific requirements include:

- Master's degree in women's studies, social work, history, political science, psychology, education, human services, or related field. Preferred experience of at least three years in training or other educational work.
- Licensed educator in the state of Iowa
- Highly collaborative style; experience developing and implementing curriculum
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Relationship builder with the flexibility and finesse to cultivate relationships with various groups and individuals
- High energy, maturity, and leadership with the ability to serve as a unifying force
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Understanding and commitment to improving the lives of LGBTQ youth throughout Iowa
- Ability to present and create informative presentations
- Proficiency in Microsoft Office including Word, Excel, Powerpoint, and Outlook

Additional Information

Trans and LGBTQ persons of color are encouraged to apply. Please send a resume, cover letter, and two writing examples to nate@iowasafeschools.org with a subject of Director of Education.

Incomplete applications will not be reviewed

Please do not call or email with questions. Applications will be reviewed on an ongoing basis through application deadline.