



The Mind Trust
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450
Indianapolis, IN 46202
317.822.8102

Job Description: Manager of Impact

Organizational Overview

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 49 schools, 15 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms.

About The Mind Trust

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society-at-large, in particular its adverse effects on our students of color.

The Mind Trust's Talent Philosophy

At The Mind Trust, **values- and mission-aligned, high-capacity** team members **collaborate** and **innovate** to achieve transformative education outcomes. We cultivate a **diverse and inclusive culture** where team members bring their **whole selves** to work and where we demonstrate **care for one another**. We are **self-driven leaders** who operate with a high degree of **autonomy**. We invest in **development**, encouraging and expecting **continuous reflection, learning, and growth**—all driven by a strong sense of **innovation** and **curiosity**.

Position Overview

The Manager of Impact will support The Mind Trust's impact team, which includes the Community Engagement, EmpowerED Families, Communications, and Development teams. The Manager of Impact will be responsible for a broad range of administrative, operational, and project management duties and will require **initiative, judgment, and independent decision-making skills**.

The ideal candidate for this position has superior administrative skills and is an excellent project manager, event coordinator, and communicator. The candidate must be a strong team player, highly organized and efficient, have a keen attention to detail, and be able to prioritize and balance tasks. The Manager of Impact will report to the Vice President of Impact.



Position Responsibilities

Administrative/Operations

- Provide administrative support to the Vice President of Impact, as needed.
- Provide administrative oversight, logistical coordination, and support to the impact team.
- Assist with the logistics, planning, and implementation of impact team events, including but not limited to:
 - Identifying and booking locations for events
 - Securing contracts with vendors as needed
 - Preparing and proofing materials, invitations, etc.
- Maintain and track the impact team departmental budgets including the general budget and event budgets.
- Track impact team contracts and submit invoices, as needed.
- Provide administrative support for Abacus expense management system.
- Manage and maintain multiple databases for the impact team, including Salesforce, Bill.com, Mailchimp, etc., and prepare reports, as needed.
- Provide administrative support to the Community Engagement and Advocacy team, including but not limited to:
 - Tracking community engagement actions, events, and participation of stakeholders
 - Maintaining updated stakeholder list in Salesforce and coordinating advocacy texts/emails with The Mind Trust Policy team
 - Meeting/training planning and logistics
- Provide administrative support to the Development team, including but not limited to:
 - Data collection, as needed to support proposals, reports, etc.
 - Prepare donor solicitation and acknowledgment lists and letters
 - Meeting/training planning and logistics
- Provide administrative support to the Communications team, including but not limited to:
 - Track analytics and create reports detailing impact of social media campaigns
 - Maintain digital media archives including photos and videos
 - Meeting/training planning and logistics
- Welcome visitors to the building and guide them to designated meeting location(s).
- Manage supply ordering for impact team.
- Other duties as assigned.

Project Management

- Complete project-related tasks as assigned by impact team leadership.
- Collaborate with impact team leadership to track project budgets and expenditures.
- Other duties as assigned.



Qualifications

- Alignment, belief, and enthusiasm in The Mind Trust's mission and core values.
- Passion for and demonstrated commitment to social and educational justice.
- Willingness and capability to work with a diverse group of team members, community members, and stakeholders.
- Ability to take initiative and high levels of ownership for outcomes, and exercise sound judgment in day-to-day decision-making.
- Ability to work independently, as well as collaboratively, with the capacity to thrive in a fast-paced, high-energy environment.
- Experience managing multiple, simultaneous projects and tasks, and have a strong ability to plan strategically and marshal resources toward the implementation of that plan.
- Strong interpersonal, written, and oral communication skills.
- Experience in all modes of social media including Instagram, Facebook, Twitter, and LinkedIn.
- Strong technology skills with ability to work and execute on remote platforms.
- Understand and appreciate the use of outcomes-based data and information to help drive performance.
- Highly organized with demonstrated ability to balance several project-management tasks autonomously and simultaneously.
- Ability to problem solve and pivot as needed.
- Ability to establish and maintain positive, collaborative relationships with stakeholders internally and externally.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently.
- Advanced computer skills including Google Drive, Microsoft Office – Word, Excel and PowerPoint required.
- Willingness to work flexible hours including weeknights and weekends; ability to travel and work remotely; Must possess driver's license and access to a vehicle.
- A bachelor's degree or equivalent combination of education and/or experience required.

Preferred Capabilities

- Experience with Google Suite, Salesforce or similar CRM systems, and Mailchimp or similar email marketing software.
- Experience in the education system.
- 3+ years of professional work experience.



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Compensation

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403(b) retirement plan including employer match, and paid time off.

The Mind Trust is an Equal Opportunity Employer.

Interested candidates should send resume and cover letter to Rob Evans, Vice President of Impact at revans@themindtrust.org.

To learn more about The Mind Trust, visit themindtrust.org.

