

	Surge Institute – Manager, Oakland Program
Organizational Description	<p>In 2014, Carmita Semaan founded the Surge Institute, an education leadership accelerator with a simple but important mission: Develop and elevate leaders of color who create transformative change for children, families, and communities.</p> <p>The Institute’s signature program, the Surge Fellowship was designed to identify and groom emerging diverse talent and empower them to change the landscape of education by providing them with a unique leadership development experience. We go beyond training. We connect, support and elevate; and we do it all in love and through community.</p> <p>Over the past four years, Surge has graduated 47 Chicago fellows with another 24 surging ahead. We have expanded our scope nationally, launching a new fellowship in Oakland, California, currently developing 11 Bay Area emerging leaders of color in our inaugural cohort. Additionally, we continue to develop our alumni with specialized initiatives, including a pilot program supporting budding entrepreneurs in securing funding, guidance, and support toward growing their innovative ventures. We are also launching new programming in Kansas City, an extension of the Fellowship, the Surge Academy.</p> <p>“Surge transcends any one individual,” said 2017 Chicago Surge Alum Mario Estrada Earnest, Special Projects Director at Intrinsic Schools and founder of DARC. “We are collectively organized, focused, and mission-driven.”</p> <p>Surge’s success has brought us increased support and influence as we strive toward the ultimate goal of making a positive impact in communities across the country through representative education leadership. This is an exciting time for Surge and we hope to find motivated, disciplined, mission-driven individuals to join our team!</p>
Position Objective	<p>The Manager, Oakland Program for the Surge Institute is responsible for excellent execution of the Surge Fellowship program within Oakland – this includes program delivery and evaluation and Fellow selection and recruitment. S/he will collaborate with the regional Executive Director to develop and deliver the Surge Fellowship in the region, and will also collaborate with the Vice President, National Programs to implement and modify the curriculum as necessary for the local market.</p>

<p>Essential Functions –</p>	<p>Program Delivery/Administration</p> <ul style="list-style-type: none"> ● Successfully execute all Fellowship program elements (cohort sessions, guest speakers, 360 feedback execution, executive coaching and capstone projects) ● Lead project planning for each session ● Ensure ongoing programmatic excellence with a focus on quality control ● Communicate effectively with Fellows and guests/speakers ● Develop systems and tools to ensure proper documentation and accessibility ● Collaborate to create and deliver alumni programming and engagement <p>Fellow Selection</p> <ul style="list-style-type: none"> ● Build and maintain relationships with prospective Fellows ● Lead process to identify and select high-quality Fellows <p>Recruiting</p> <ul style="list-style-type: none"> ● Support development of relationships with local education organizations and leaders ● Manage cross-functional team to lead recruiting process (includes marketing, event planning, etc.) <p>Relationship Development</p> <ul style="list-style-type: none"> ● Maintain relationship with Fellows, organizations sponsoring Fellows, regional alumni and community partners ● Ensure connection among Fellows which allows them to establish cohort identity, hold each other accountable for success and support each other’s professional growth <p>Other</p> <ul style="list-style-type: none"> ● Collaborate with Executive Director to track and report metrics ● Other duties as assigned
<p>Education & Experience</p>	<ul style="list-style-type: none"> - History of successful collaboration with communities of color in Oakland and the Bay Area - A successful history of project management and program delivery - Experience in adult education or professional development - Experience in recruiting or talent acquisition

	<ul style="list-style-type: none"> - At least 8 years work experience in program administration, operations, program design or related field - At least 3 years of teaching or school-based experience desired - Bachelor’s degree required in education, business, or relevant field
Personal Characteristics	<ul style="list-style-type: none"> - A passion for and connection with communities of color in Oakland and the Bay Area - A passion and commitment to transforming K-12 public education - Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done - Fervent attention to detail and ability to manage multiple priorities - Strong communications skills – verbal and written - Strong facilitation skills - Relationship builder – must be keeper of the culture with the Fellowship - Creative problem-solver and ability to adjust ‘on the fly’ - A good sense of humor, humility, positive attitude, and high degree of flexibility, dedication, resourcefulness, energy, and creativity - Ability to understand and LIVE the mission and brand of the Surge Institute
Compensation	Competitive with skills and experience. The Surge Institute offers a competitive benefits package.
# of Direct Reports	0
Reports To	Executive Director of Oakland with strong collaboration with VP, National Programs
Location	Oakland, California
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.

Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially and electronically to talent@surgeinstitute.org. The review of applications will begin immediately and will continue until the position is filled.



The Surge Institute does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.