



Manager of Education Job Description

Overview of DMSF

The mission of the Daniel Murphy Scholarship Fund (DMSF) is to give high school scholarship assistance and educational support to Chicago students from under-resourced neighborhoods. DMSF seeks to make a life-altering difference in the lives of its Scholars by providing them with the best opportunity to succeed in high school and college. DMSF awards approximately 150 new scholarships each year to 8th grade students. There are currently 500 DMSF Scholars attending parochial and independent high schools in the Chicago area, as well as boarding schools across the country.

Position Summary

The Manager of Education reports to the Chief Education Officer, supervises the Education Coordinators, and manages a cohort of Scholars and partner schools to accomplish the educational objectives of the Daniel Murphy Scholarship Fund (DMSF). The Education Department is responsible for:

- The relationship between DMSF and its partnership high schools
- Tracking the academic progress of Scholars and providing the Scholars with the support they need, such as tutoring, college counseling and other programming, to ensure their success
- Recruiting, interviewing and selecting DMSF Scholars

The qualified candidate must be highly organized, proactive, energetic and committed to the Scholars and families DMSF serves. Highly developed interpersonal skills are essential.

Specifics of the Job

1. Support of current Scholars and their families

The Education Department is responsible for maintaining close contact with DMSF's Scholars and their families. The Manager of Education will be the main contact for approximately one third of the Scholars.

Responsibilities include:

- Provide oversight to the Education Coordinators to ensure there is timely communication with all students in their portfolio, including personal meetings with Scholars and their families
- Track Scholars' academic progress, making sure that all partnership schools provide grade information to DMSF on a timely basis
- Develop a working knowledge of the Scholars' interests, extra-curricular involvement and family circumstances so as best to support them
- Generate grade reports each semester
- Meet with Scholars who need academic or behavioral support, are in need of guidance or are being considered for scholarship revocation
- Ensure that Scholars who are in need of additional help receive tutoring assistance and/or other resources that could positively impact the Scholars' academic performances
- Provide accurate and timely updates to the Chief Education Officer on Scholars' statuses
- Document all conversations with Scholars and their parents/guardians; maintaining all emails to and from them

- Provide oversight of the process by which the Manager of Education and the Education Coordinators work with families who are having difficulty meeting their tuition obligations

2. Maintain relationships with DMSF's partnership high schools

It is the responsibility of the Manager of Education to build and maintain close working relationships with individuals at their partnership high schools who work most directly with DMSF Scholars. Among the tasks for which the Manager of Education is responsible are:

- Provide oversight to the Education Coordinators as the Education Manager and Education Coordinators build and maintain relationships with its partnership schools through communications with their academic deans, faculty, counselors, registrars, and financial aid and admissions directors
- Develop a streamlined agenda for the Education Manager and Education Coordinators to follow for all school visits, including school visit schedules, school visit agendas and best practices
- Schedule at least one visit to all local school partners annually to meet Scholars and to provide and receive updates from school counselors, faculty, and registrars on supports, activities, programs and events that may impact Scholars
- Oversee the process by which the Education Manager and Education Coordinators routinely collect and share information on the most effective approaches to supporting Scholars
- Accompany Education Coordinators on their school visits, when necessary
- Research, collect and keep up to date the amount of financial aid each school provides to DMSF Scholars
- Provide oversight to the process by which the Education Manager and Education Coordinators work with partnership schools to accommodate the needs of families who are having difficulty meeting their tuition obligations
- Working with partnership schools to identify SGO scholar recipients and negotiate DMSF tuition contributions
- Oversee, monitor and assess SGO scholarship and communicate updates to the Chief Education Officer

3. Assist in Scholar recruitment, the application and interview process and the orientation for the new DMSF class of Scholars

- Recruit qualified 8th grade students
- Support the Director of Admissions during Reading Week(s)
- Assist in selecting candidates from the applicant pool to be interviewed
- Support with day-of logistics during interview season
- Provide advice to candidates who are interviewed on which high schools might be appropriate for them
- Collaborate with the Director of Admission to ensure school placements for newly awarded DMSF scholars

4. Manage Education Coordinators

- Supervise Education Coordinators, including working with each member to set individual yearly performance goals that will allow the Education Department to meet its goals; meeting with Education Coordinators weekly to review their progress in meeting those goals, and assessing each member's performance at the end of each year
- Consistently motivate and support the Education Coordinators to best serve our Scholars
- In coordination with the Chief Education Officer, ensure that the impact of DMSF's academic and social-emotional plans and programs are measured on a regular basis
- Ensure Scholar data is tracked for all Scholars in Salesforce, and regularly run reports and create dashboards to track Scholar progress.

5. Other Responsibilities

In addition to his or her other obligations, the Manager of Education is responsible for:

- Coordinate DMSF Tutoring Center programming to ensure the success of our academic supports to Scholars
- Provide oversight of the Tutoring Center by tracking attendance, budget and engagement to ensure it is fully leveraged by Scholars
- Support in the execution of DMSF's High School Fair
- Actively participate in DMSF's Summer Bridge program
- Coordinating and manage Scholar Contract Signing annually
- Managing Freshmen Exam Prep classes
- Support the Chief Education Officer in planning for the Education Committee and preparing agendas and minutes to be presented to Education Committee

Education Level:

- Bachelors Degree

Must Haves:

- Bachelor's degree
 - Track record of fostering relationships with school administrators and/or admissions, students and families
 - Excellent communication, interpersonal and organizational skills
 - 3-5 years of experience working with students, schools or in the nonprofit sector
 - 2-3 years of manager experience

Good to Have:

- Salesforce

Interested candidates should apply [here](#) or reach out to Tony Sutton, Chief Education Officer, at tony@dmsf.org.