



Maryland Alliance of Public Charter Schools' Position Vacancy Announcement

Director of Membership

Organizational Overview: The mission of the Maryland Alliance of Public Charter Schools (MAPCS) is to empower the public charter school sector to thrive and advance the larger goal of ensuring all Maryland children and families have equitable access to a high-quality, innovative public education. MAPCS has a dynamic membership model with over 97% operator participation and works to engage a variety of stakeholders to strengthen, expand, and educate on the charter sector. MAPCS is the only high-quality, public charter school advocacy entity in the state of Maryland and was created in 2001 by volunteer operators and parents. Their office is in Baltimore, Maryland and currently has three full-time staff members and two full-time vacancies.

Position Overview: MAPCS is seeking a full-time Director of Membership. This is a one-year (with the potential for renewal), full-time position with the occasional evening and weekend. The Director reports to the Executive Director (MAPCS work) and Director of Operations (CSP related work). As the only charter support organization (CSO) in the state of Maryland, our membership of charter school operators is our primary clientele, and we need to meet the demand for increased support around their needs, experiences, opportunities, and outcomes. This individual will be responsible for multiple facets of our internal and external advocacy, messaging, programming, and constituent services.

Minimum Requirement for Position: The role is dynamic and flexible, so the person to fill this position should reflect those qualities. The ideal candidate for this position would be an individual who has *at least five years of experience in education, public policy, organizing, advocacy, communications, or a related field*. They must have *at least a bachelor's degree* and have *a basic understanding of charter schools and the public education system in Maryland*. They must have *incredibly strong oral and written communications skills*, as they will need to produce pieces for public consumption and interface with high-powered stakeholders on behalf of MAPCS. *A passion for public school education options, education reform, high-quality educational access for all students, and innovative practices in education* is essential in successfully working towards our mission and vision. As we are a small non-profit, this person must *be able to work independently, manage priorities of multiple entities, pitch-in on programming and other initiatives with fast approaching and changing deadlines, and understand all the roles and responsibilities of the staff and organization*. The Director of Membership, as the primary contact for members of MAPCS, will have to *bring innovative ideas and take the initiative* to serve their varied and complicated needs. It would be ideal if the candidate also *has experience in social media, marketing, advocacy, organizing, and event planning*. This role would require you to attend in-person events held in Baltimore City and Prince George's County, visit schools across the state, and in-office workdays (more towards beginning of employment). A valid MD driver's license and means of transportation required.

Example of Duties

The Director of Membership will work within MAPCS to do the following duties, but not limited to:

- Engage with local, state, and national stakeholders/organizations in the education reform, research, charter schools, and public education space to provide programming webinars, lunch-n-learns, trainings, convenings, and information sessions for MAPCS' membership of operators and eternal partners.
- Interface with the Baltimore City Office of New Initiatives and the Prince George's County Public Schools Office of Charter Schools on behalf of MAPCS and charter operators on advocacy and policy items
- Build a calendar of events for the year executed by the Director of Membership that contains the above-mentioned programming, regular membership meetings, and other convenings as needed.
- Manage the meetings, agendas, and deliverables of the two regional alliances (Prince George's County and Baltimore City) monthly in conjunction with the co-chairs of the groups and the annual statewide membership meetings.
- Review school district policies and procedures for charter school impact and provide suggestions and/or actions on how to properly correct them to allow for maximized charter autonomies.
- Receive, filter, and act on concerns and issues from all charter school operators and boards (MAPCS' membership only), could include engaging the Executive Director for additional support.
- Create, build, and manage the Public Charter Parent Voices group to organize at the state/local level.

- In conjunction with MAPCS staff, contribute to and send a bi-weekly newsletter to operators with information and programming.
- Build and sustain effective relationships between MAPCS and all regional alliances, school leaders, school district and state employees, stakeholders, coalitions, elected and appointed officials at meetings, hearings, and events as they relate to the above-mentioned work.
- Support MAPCS Charter School Program (CSP) Grant as it relates to overseeing the Teacher Pipeline project with Maryland's Historically Black Colleges and Universities and parent engagement with subgrantee schools.
- Serve as a thought partner and support for technical assistance offerings for operating charter schools.
- Administer and manage our member survey to given at least twice a year.
- Build successful, meaningful relationships with all Maryland public charter schools.
- Manage dues invoicing and collection, onboarding of members at membership renewal in August.

Example of Measurable Goals

The Director of Membership will work within MAPCS to do reach the following goals annually, but not limited to:

- Increased charter enrollment (demand through waitlists if all charter seats filled) in Prince George's County and Baltimore City by 3%
- Increase membership in the Parent Voices group to have at least one regular member from each school, 100%-member school involvement.
- Organize the charter school community in at least one advocacy action win statewide and one win in each regional alliance with support from Executive Director
- Plan and execute at least one charter school choice fair and two hiring fairs for each regional alliance with 5% increase in attendance to each choice and hiring fairs.
- Plan and hold twelve regional alliance meeting in each region, 2-4 statewide membership meetings, at least twelve programming events, at least fifteen ad-hoc meetings as needed, and send twenty-four member newsletters (annually)
- 85%+ member satisfaction in performance based on membership survey given twice a year
- 85%+ audience satisfaction in new programming events
- Lead five parent focus groups during site visits by the end of year 2 of the CSP grant.
- Establish three host charter schools for student teachers paired with mentor teachers by year 4 of the CSP grant.

Compensation:

MAPCS offers an annual salary range of \$75,330.00 to \$89,330.00 (commensurate with experience and education) and a one-time performance-based bonus of up to 10% of salary at the end of one year. Benefits include 403(b) 3% salary match (accessible after one year of employment), \$50/month phone reimbursement, optional FSA, and \$6000 for healthcare with MAPCS or \$3000 for healthcare outside of MAPCS (proof of coverage required). Requested start date is March 18, 2024, with all federal holidays observed and six weeks of PTO. Applications accepted on a rolling basis until filled.

To apply:

Submit a resume and cover letter to info@mdcharters.org (subject line: Director of Membership, MAPCS). Please answer the following questions in cover letter and attach requested documentation:

- What is it about MAPCS that resonates with your experience and/or interests?
- What makes you an exceptional candidate for this position?
- Where did you learn about this opportunity?
- What are your salary expectations?
- List of three references (We will only contact them after notifying you)
- Policy/professional writing sample

Notice of Non-Discrimination:

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