IMPACT OFFICE
EMILY GRIFFITH CAMPUS
Traditional 235 work days
FTE: 1.0
Salary Range: $75,335 - $94,169

**Essential Functions and Objectives:**

- Responsible for strategic insight and management of programs and initiatives that affects the district in achieving its long term and overreaching goals. Leads the day to day operations of a broader strategic function and shapes the framework of DPS in a forward thinking and dynamic manner. Primary emphasis is achieving results by building engagement and empowering their teams. Manages district wide initiatives and high impact teams, with a greater span of control.

- Oversee processes for district strategy development, progress monitoring and performance measurement to ensure the district has complete and comprehensive articulation of strategies and the resources and information needed to implement and make improvements needed to achieve intended impact. Responsible for establishing district standards and methodology for strategic processes and pilot-to-scale strategies and building capacity in these methodologies with leaders across the district.

- Strategic focus: executes functional or departmental plans and contributes to the development of functional or departmental strategies; provides input and advises others on strategy, outside of their function or department. Recommends innovation, significantly modifies and improves current policies and practices. Devises long term operational goals and makes decisions that affect results delivered.

- Operational excellence: manage and work with respective teams to both influence and implement policies, procedures, programs and initiatives that pertain to their functional unit. Set clear goals, organize work plans, and divide work accordingly. Develops operational plans such as resources, budgets, schedules, and performance.

- Management: apply managerial thinking and decision making to deliver results and ensure project/team success. Provides leadership to other managers, supervisors and teams:
- Problem analysis: solve for complex problems that impact broad segments of the district, including: defining, tackling and mitigating issues or situations. Map or assess situations, formulate options and act as a strong tactical decision maker. Use integrated knowledge of several disciplines or areas of expertise to resolve strategic issues.

- Measure success: establish targets & performance metrics, analyze performance and follow up to ensure achievement plan is attainable.

- Process improvement: analyze past trends, identify gaps, and use in depth knowledge to provide recommendations.

- Complexity & discretion: work on issues that require in-depth knowledge; apply discretion for decisions that could impact business activities & team operations.

- Communication: collaborate with other functions, peers and teams. Gain credibility and cooperation across the organization. Convey progress and goal results with upper management. Conduct trainings, present findings & materials and other deliverables.

- Team development: improves team performance through coaching, feedback and mentoring. Entrust and motivate direct reports by providing direction, and facilitate skill building.

- Design and lead the overall methodology for district strategy development, progress monitoring and improvement, including processes and tools that facilitate broad stakeholder understanding and engagement in strategic processes and outcomes.

- Lead the analysis of strategy execution to identify and align the investments, staff resources and championship necessary to implement strategies and achieve impact goals

- Develop and oversee processes for identification, prioritization, allocation and management of district pilot investments and internal and external grant opportunities

- Facilitate cross-functional teams to address gaps in strategy development or execution, using methods that ensure the voice of users and stakeholders informs assessments and solutions
- Design and lead district pilot-to-scale planning and implementation, using change management and improvement science principles to inform the design of taking best practices to scale.

- Collaborate with the Research and Evaluation team to identify and design analytical work in support of strategy development, execution, and progress monitoring.

- Build and oversee the communication plan for sharing the portfolio of district strategies with internal and external stakeholders, collaborating with the Communications office to leverage district communication strategies and channels.

Knowledge, Experience & Other Qualifications:

- Required: Two or more years of experience

- Preferred: Expertise in strategy, organizational design, leadership or related fields

- Required: Knowledge of applicable laws and regulations

- Required: Strong organizational and analytic skills and strong attention to detail

- Required: Superior leadership, coaching and mentoring skills

- Required: Ability to develop and interpret data and manage resources

- Required: Ability to motivate and influence others

- Required: Ability to effectively lead a team

- Required: Demonstrated proficiency with Microsoft Office products including Word, Excel and Outlook

- Required: Ability to multi-task and juggle management of several high-priority projects in parallel

- Required: High degree of integrity in handling confidential information

- Required: Strong interpersonal and leadership skills, including the ability to lead a high-performing team

- Preferred: Experience with strategy development, implementation, measurement, and adjustment, preferably in a large organization
-Preferred: Experienced facilitator of group decision making, including skills in managing conflict, driving alignment, and relationship management; Design thinking experience a plus
-Preferred: Ability to influence senior leaders without direct authority to make change

**Education Requirements:**

-Required: Bachelor’s Degree
-Preferred: Master’s Degree

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at [dpsk12.org](http://dpsk12.org).

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*