

Communications Lead (.75-1.0 FTE)

CTQ serves as a design and implementation partner to K-12 districts, institutions of higher education (IHEs), and other education organizations pursuing educator-led, learner-centered innovations. The Communications Lead serves as “story orchestrator” for the organization to increase engagement among current and potential partners across P20 education, spread organizational learning to support widespread use of collective leadership frameworks and practices, and build awareness of CTQ’s impact and evolving brand. This position leads the continuous improvement of processes and protocols for communications, orchestrating the work of staff and consultants while modeling best practices for message generation and refinement.

The position may be based anywhere in the U.S. with occasional travel required to support partners or collaborate with our fully-remote team. Anticipated compensation range for a full-time role is \$85,000-\$100,000/year plus a generous benefits package that includes employer-paid health insurance, participation in CTQ’s retirement plan, paid leave, a home office allowance, and other supports. The organization is willing to negotiate the position at 75%-100% of a full time equivalency. CTQ is an equal opportunity employer committed to growing its diversity. Candidates who are of color, multilingual, or of immigrant background are especially encouraged to apply.

Collective leadership responsibilities

Following our organizational commitment to collective leadership, this position aligns work with practices that are the foundation for collectively led work, including the following:

- Creating an environment that welcomes and supports everyone’s leadership, work, and learning through attention to diversity, equity, inclusion, and belonging (DEIB);
- Communicating in clear, professional, and proactive ways to support the maximizing of collective expertise and networked practice as an organization with many partners;
- Shifting between leading and contributing to collaborative work as a team member, based on one’s expertise and the demands of that work;
- Using data to analyze collective impact, articulate learning, and and take strategic action;
- Owning mutual responsibility to support accomplishment of our mission, vision, and goals, including giving and receiving feedback with team members and partners; and
- Demonstrating ability to generate and pursue adaptive responses to opportunities and challenges of our partners and our organization.

Individual leadership responsibilities

This position also holds specific responsibility to lead and/or make contributions to the organization’s work in these ways:

- Creating and launching overall communications strategies that accelerate building audiences, engagement, and partnership development across P20 education;

- Crafting and executing plans for the generation, review, and alignment of content for digital channels (website, social media, and email campaigns) and other strategies for building organizational audience and brand;
- Engaging ambassadors of CTQ's work and organizational values, supporting them as thought leaders and demand generators for the work we do;
- Managing effective collaboration with CTQ staff, partners, and consultants; and
- Developing and refining internal processes, protocols, and products for communications, including points of intersection with the following: overall organizational strategy; effective use of data and resources; and alignment with CTQ's identity and values.

Critical success factors

- Expertise as a strategic storyteller to communicate CTQ's work, partnerships, and values;
- Expertise in design, implementation, and sustainability of coherent, high-impact communication strategies;
- Skillful relationship and project management that blends fidelity to partnership and organizational goals with flexibility in reaching them, and balances attention to both details and vision;
- Proactive, clear, and professional communication with colleagues, partners in a range of P20 settings, funders, Board members, and other parties;
- Ability to operate internally as both a leader and a contributor of an interdependent team based on expertise and the demands of the work to be accomplished;
- Ability to operate with a high degree of transparency, give and receive feedback candidly, turn feedback into action, and use successes and challenges to contribute to team and organizational learning; and
- Commitment to align work with values of collective leadership, diverse engagement, equity and inclusion, and contribute to a healthy organizational culture.

To apply

Please forward a cover letter, resume, and relevant work or writing samples to Kerri Rohr at krohr@teachingquality.org. We regret we are unable to respond to inquiries by phone or to accept LinkedIn queries in place of application packets.

Candidates should anticipate participation in two rounds of interviews if they advance in the process, which will offer an opportunity to meet a number of our team members.

