

**Summary:** Heart Math Tutoring (“HMT” or “Heart”) is a national nonprofit based in Charlotte, NC growing its second expansion site in Winston-Salem, NC. We are looking for a motivated leader to work directly with students, schools, staff, and volunteers in Winston-Salem to ensure elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success, by helping schools use volunteers as tutors.

Heart Math Tutoring exists to give young students successful experiences in math through 1:1 tutoring during the school day, delivered by supervised volunteers. To date, 98% of Heart students have made growth on pre/post assessments that meets goals set by elementary math specialists at University of North Carolina at Charlotte and Charlotte-Mecklenburg Schools, and 90% of teachers annually report that student confidence increases because of the program. Since 2013, Heart Math Tutoring has grown to support 1,200+ students across 28 schools in Charlotte, NC and Charleston, SC while maintaining high-quality student outcomes. Read more at [heartmathtutoring.org](http://heartmathtutoring.org).

**Key Responsibilities:** The Program Manager will oversee volunteer recruitment and delivery of HMT’s proven model in 1-2 elementary school sites (50-60 students and volunteers) in the 2023/24 school year and recruit community buy-in to reach hundreds more students in future years. The Program Manager reports to HMT’s Director of National Partnerships and is supported in Winston-Salem by a local Advisory Board of committed math educators, philanthropists, and community leaders. Day-to-day responsibilities will include:

#### Volunteer Recruitment and Community Engagement

- Recruit volunteer tutors to meet student need in Winston-Salem school sites, especially from July – September, and as needed throughout the year, with the goal of 100% of students placed with tutors by Week 1 of tutoring.
- Maintain and grow volunteer and community partnerships. Track outreach. Plan stewardship and relationship building opportunities with partners. Follow-up and report data to partners. Liaise with and serve as the representative to specific partnerships in Winston-Salem schools.
- Oversee the process from volunteer signup, to school placement, to beginning tutoring. Retain tutors through providing an impactful, positive volunteer experience in the school and through coordinated centralized efforts showing appreciation and recognition. Manage tutor communications and events.

#### Program Management

- In your first year, serve as Program Coordinator at the HMT school site(s), managing 50-60 weekly volunteers and students; coordinating space and time logistics with the principal and the school key point of contact; coordinating and completing student assessments; communicating with teachers regarding curriculum, students, and schedule issues; providing initial tutor training and on-going tutor support; and monitoring student progress and tutor adherence to the program, including collecting data.
- Recruit and manage Winston-Salem Program Coordinators and other program staff for future years. This includes building a collaborative relationship; providing coaching, hands-on support, and modeling; visiting the school sites; and providing team leadership.
- Use data and strong instructional practices to support students’ academic growth across Winston-Salem schools.
  - Become an expert in elementary math instruction and best practices.
  - Become an expert in Heart’s assessments and curriculum.
  - Use student data to inform student needs, coach staff, provide hands-on support and modeling, and report progress to principals/teachers/families and HMT leadership.
  - Use program data to identify and address operational challenges quickly.

- Manage Heart’s relationship with school leaders (Principal, Assistant Principal, Lead Teachers).
  - Build relationships with principals, gaining buy-in and sense of partnership.
  - Represent Heart’s interests and needs in planning the program with principals.
  - Incorporate principal feedback into program design, where opportunities exist.
  - Build relationships with teachers, gaining buy-in and a sense of partnership. Support the Program Coordinator’s relationship with teachers.
- Maintain and improve upon existing program operations.
  - Execute Program Calendar with fidelity and precision.
  - Lead program-related projects, including family events, materials procurement, pre- and post-assessments, teacher and tutor appreciation, and other program-related items.
  - Effectively manage time and balance multiple competing priorities at once.

#### Regional Strategy and Resource Development

- Support the Director of National Partnerships and CEO in recruiting additional leadership and resources for the program to add to the number of schools and students served in future years in Winston-Salem.
- Contribute to Heart’s culture of philanthropy, attracting resources (volunteers, donors) to fulfill Heart’s mission.
- Be a strong team member, working closely with Director of National Partnerships and all Heart staff/volunteers to maintain, develop, and improve the program and regional strategy.

**Qualifications:** The ideal candidate exhibits Heart Math Tutoring’s core values – student centered, precision and professionalism, growth mindset, gratitude, and civic engagement. The ideal candidate also has strong leadership and relationship-building skills and operates with a high level of organization and follow through. The Program Manager will be a reflective learner and will contribute positively to Heart Math Tutoring’s team, maintaining a high bar of excellence and leading the organization’s impact in Winston-Salem. The ideal candidate would demonstrate the following:

- Desire to work with elementary aged children
- Able to network and build strong relationships with students, volunteers, teachers, HMT staff, and community members, including the ability to build relationships across lines of diversity
- Exceptional project management, organization, problem-solving and computer skills
- Strong written and verbal communication
- Commitment and passion for improving education for all young people, with the belief that a strong foundation in math is critical to a person’s success and opportunities and that all students can learn math and ultimately perform at or above grade level.
- Commitment to racial equity and social justice, recognizing the role of race, income, age, immigration status, and other identities in shaping educational disparities. Recognizes how identity shows up in the work environment and reflects and acts on feedback with an eye toward continuous learning.
- Is excited by both strategic and on-the-ground work. Interested in working in a start-up environment, which requires planning and strategy in addition to flexibility.

Some evening and early morning work may be required based on timing of community networking events, partner organization meetings (e.g., faith groups on weekends), and Heart Math Tutoring programming. Our strategy is to work collaboratively and proactively to establish a sustainable schedule, responsive to variation in season and priorities, and flexible when possible for remote vs. in-person work. We have a fast-paced environment.

**To Apply:** We are an equal opportunity employer committed to building an inclusive work environment and supporting racial equity. We offer competitive benefits and salary and anticipate this position’s starting salary to be between \$50,000 - \$60,000, commensurate with the candidate’s experience. To apply, please submit a 1-page cover letter explaining your interest and a resume on the [application website here](#) by **May 15<sup>th</sup>**. Expected start date is between June 26<sup>th</sup> and July 10<sup>th</sup>, 2023.