

## Senior Manager, Content & Partnerships

**New Venture Fund Project Name:** Learning Heroes (US)

**Position:** Senior Manager Content & Partnerships

**Reports to:** Vice President, Content & Partnerships

**Location:** Fully Remote; Preferred - Washington, DC; Virginia; Maryland; New York; New Jersey

**Status:** Full-time, Exempt

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### Position Summary

Learning Heroes supports parents and caregivers as their child's best education advocate.

Learning Heroes has an immediate opening for a Senior Manager of Content & Partnerships. This multi-tasker will work under the direction of the Vice President, Content & Partnerships and work closely with the Senior Vice President, Strategy & Communications. The Senior Manager will be responsible for generating components of Learning Heroes' original content and curating third party content for Learning Heroes distribution. Further, they will help ensure that external messaging is consistent across all Learning Heroes channels, as well as timely, responsive, parent-friendly, and high-quality.

This position will work closely with the team to cultivate and expand partnerships with organizations that reach, engage, and represent parents, particularly Black and Latino parents.

The successful candidate will have at least 8 years of experience related to content and partnership development in the field of family engagement, education, and/or social and emotional development. Experience working directly with parents and/or educators at the national, state, and/or local levels is a plus. This position is full time and considered exempt for overtime purposes.

### Essential Responsibilities and Tasks

- **Campaign Development:** Write and edit Learning Heroes' content, including tools/resources, blogs, articles, PowerPoints, website content, and more, using a parent-friendly, strengths-based approach and tone.
- **Tools & Resources:** Identify, vet, and recommend high-quality, third-party content for distribution across a variety of direct-to-parent and partner channels (e.g. digital, in-person, through schools/teachers/partner organizations).
- **Digital Content:** Work closely with Communications Manager to review and edit social media kits, social editorial calendar, parent newsletters, webinar content, and partner communications with an eye for relevance, timeliness, and consistency with mission and brand message.

- Partnerships: Support relationship building, implementation, and collaboration with new and existing partner organizations. Manage Learning Heroes' partnerships with Black Entertainment Television (BET), National Urban League, and other high-profile collaborations.
- Presentations and Media: Support presentation development and present content during webinars, conferences, etc. Serve as primary contact and spokesperson for media outlets focused on reaching African American audiences.

### Required Skills & Experience

- At least 8 years of relevant work experience with the following:
  - Education and/or Family-Focused Content Development – Creating resources, handouts, blogs, articles, PowerPoints, website content, curriculum, etc.
  - Communications – Writing, copy editing, presenting, and public speaking, both virtually and in-person, with diverse audiences (e.g. media, partners, parents).
  - Partnerships – Cultivating and maintaining collaborations with local/national organizations.
  - Mission-focused – Demonstrated commitment to helping students graduate high school prepared for success in college and beyond.
- Demonstrated Skills & Abilities:
  - Knowledge of high-quality family engagement content and strategies informed by experience.
  - Detail-oriented multi-tasker who can juggle a range of projects, capturing and tracking progress on priorities/next steps while keeping the work moving.
  - Proactive, creative thinker with strong interpersonal and problem-solving skills who is able to work under tight deadlines in a fast-paced environment.
  - Comfortable with the process of iteration, editing, and giving and receiving feedback.
  - An entrepreneurial spirit and sense of humor.
  - Proficiency with MS Word, PowerPoint, Excel, Google-based platforms, project management tools and eagerness to adapt to the latest technology.
  - Ability to work virtually and travel up to 15% of the time (once travel resumes).

### How to Apply

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Email your resume and cover letter as PDF attachments to: [careers@learningheroes.org](mailto:careers@learningheroes.org)

Please reference the position title in the subject line. This announcement will remain posted until the position is filled.

Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Learning Heroes. Work samples and a writing exercise will be included in the hiring process for this position. Those with diverse backgrounds are encouraged to apply. Thank you for your interest!

**Salary range:**

The salary range for this position is \$70,000 - \$80,000 with a very competitive benefits package.

**Benefits:**

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

**About Learning Heroes**

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A project of the [New Venture Fund](#) and founded in 2014, [Learning Heroes](#) is a small shop that thinks big. We're a dynamic and flexible organization that has made huge strides in only a few short years.

Learning Heroes believes parents and guardians are key to unlocking equitable school improvement for all students. Learning Heroes works to ensure families and educators have a shared understanding of children's social, emotional, and academic progress. We believe that a holistic view of their children's achievement and development, coupled with family-led advocacy, can help catalyze greater demand for excellent teaching and high-quality curriculum, thereby pushing schools to be more responsive to families' needs and strengths, leading to more equitable schools.

With the help of national and local partners, including Univision, National PTA, UnidosUS, and National Urban League, we reached 20+ million families last year with our research-based resources and communications. Our staff is comprised of diverse, passionate social entrepreneurs committed to fulfilling our mission, and encouraged daily to create, innovate, challenge, and grow.

**About New Venture Fund**

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Learning Heroes is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.