



LEADERSHIP+DESIGN

[Leadership+Design](#) is hiring a Junior Associate. We are seeking an adventurous, creative, and passionate collaborator to join our growing team. As a junior associate, you will work alongside our team to serve our amazing clients - both individuals and organizations - to support them to reach their highest potential. This position is an opportunity to learn and master design strategy, group facilitation, change management tactics and the coaching of leaders and teams. It also provides opportunities for creative contribution the work of Leadership+Design.

In a rapidly changing world, Leadership+Design helps our clients find creative solutions to ambiguous challenges and clear direction through murky situations. We build capacity in individuals and institutions through all of our programs and services and enable our clients to develop new habits, mindsets and skills as well as achieve tangible results and make progress on goals. Whether we are facilitating a strategic planning process, supporting a school to develop a new initiative or program, or working with a leadership team to develop a stronger group dynamic, we see ourselves as creative partners and collaborators in their work. We create conversations and make connections within and between organizations. We help individuals connect with one another, with new ideas, and with themselves and find greater joy, fulfillment and purpose in their work.

Start Date: July 1, 2019 or sooner.

The Junior Associate reports to a Senior Partner.

Junior Associate Responsibilities

The work of a junior associate is generally divided into five main areas:

Business Development/Marketing/Logistics: This includes identifying prospective clients, developing a relationship with clients, writing proposals, creating MOUs and billing clients (with the help of admin). Thought partnership with the other associates around marketing, branding and general promotion of L+D marketing is also included. This also includes helping manage the logistics for senior partners including client follow up, ordering and management of supplies, facilitation prep, etc.

Major Project Facilitation and Support: A major project may include strategic planning, long-term consulting around a specific project or initiative, long-term coaching/leadership development. Junior Associates are responsible for supporting Senior Partners on these projects.

Program and Small Project Facilitation and Support: L+D offers a number of open enrollment programs including Wonder Women!, Trailblazer, L+D Design Studios, L+D Online, The L+D Fellowship and The Santa Fe Seminar with other opportunities in the works. In addition, L+D provides schools with day long or shorter term on-site workshops. Junior Associates will be expected to help manage these programs, to support enrollment, to help develop new programs, and to help facilitate and or staff smaller programs and on-site experiences for schools.

R + D: While L+D offers highly customized services for clients, we do want to streamline many of our processes in order to be consistent in quality and also time efficient. One of the roles for all partners is to develop intellectual property and processes grounded in research and best practices for program and services. Junior partners contribute to designing processes and products that we can use for multiple projects and that help to solidify the L+D Brand.

Additional responsibilities and expectations:

- Collaborating with team members on internal strategic and tactical initiatives
- Serving as a L+D support instructor, facilitator, and coach of L+D Fellows
- Promoting the L+D culture and values and embodying the seven qualities of all L+Doers

Professional Skills + Qualifications

- Candidates must have a BA degree (MA is preferred) and at least 5 years of experience working in the field of education, leadership development, design, counseling, organizational/change management consulting, marketing and communications or user experience design.
- Desired qualifications include:
 - An Interest in project management/event planning
 - Skilled public speaker and facilitator
 - Proficiency with or willingness to learn a variety of web, email and communications platforms such as Weebly, Constant Contact, SLACK, Google Drive, Canva
 - Proven experience as an excellent connector, networker and people person
 - Superb communication and interpersonal skills
 - Experience with design thinking and graphic recording are highly desirable
 - Strong organizational and time management skills
 - Confident and enthusiastic traveler
 - Experience with higher education or public school administration is desirable but not required

The Seven Personal Qualities, Habits and Mindsets of ALL L+Doers

Human-Centered - L+Doers *love* people. They are distinguished by their highly human and empathetic interactions with others. They seek to deeply understand their stakeholders and clients. They treat even the most challenging human as “a porcupine that needs a hug.” They have a healthy relationship with themselves and therefore can build constructive and collaborative relationships with others.

Visionary - L+Doers are optimists who envision a better future for teaching, learning and leading. They see how L+D can be a part of that better future and their work is focused on helping school leaders create that new future.

Adventurous - L+Doers see every project as a new adventure. They are willing to set out into the unknown and be explorers. They don’t need to be the person with all the right answers, but desire to be the person with lots of questions. They love (and I

mean, LOVE) to travel. They see planes, trains and busses as opportunities to learn more about human beings and get new ideas.

Action-oriented Problem Solvers- L+Doers DO. They worry less about perfection but prefer action. They prototype, iterate and execute. And then they do that again. They ask for feedback along the way. They thrive on solving complex organizational and human challenges.

Highly Collaborative - L+Doers possess an improviser's mindset. They are highly egalitarian and can lead and follow seamlessly. They know how to detach from their own ideas and agenda and build on the ideas of others. They make their collaborators look and feel like rock stars.

Passionate + Internally Driven - L+Doers are fueled by their own passion for the work and this inner drive and passion means that collectively the work of any L+D team is dynamic. Because they feel so passionate about their work, L+Doers seek future projects relentlessly and they rarely say no to opportunities.

Fluent Communicators - L+Doers write and speak effectively, intentionally and authentically. They are also highly engaged listeners. They seek, receive and give feedback with team-mates and clients. They are good at being both direct and kind.

How to Apply:

If you see yourself as an L+Doer and think you could be a key participant in the growth of this exciting company, please send the following materials - ideally in ONE PDF document to ryan@leadershipanddesign.org. We will consider both the content and the design of your portfolio.

- 1) A "resume" that helps us to understand you as a human. Include information about your professional experiences and also how you sustain yourself and grow as an individual. Please include at least one major accomplishment and one failure.

- 2) A photograph of an artifact that tells us something about who you are as a person and a short explanation of this artifact and why you chose it. (One paragraph is sufficient.)
- 3) Select one of the qualities of an L+Doer above and tell us why this particular quality resonates with you. This response will serve as a writing sample as well as a way for us to get to know you better. Maximum one page.
- 4) A sample of recent work that demonstrates your ability to facilitate a complex process and move a team through a task from start to finish. This sample may include text and visuals and should be no more than 5 pages.

We design experiences for the people who create the future of teaching and learning. Through our work we build capacity, create conversations and make connections. Our work is guided by our core values of people, collaboration, transformation, action and joy. Leadership+Design is a 501c3 organization. Leadership+Design is an equal opportunity employer.