



<https://www.todos-math.org/>

CALL FOR APPLICATIONS

MANAGING DIRECTOR

TODOS: Mathematics for ALL

The Managing Director (MD) manages and supports specific aspects (listed below) of the work of TODOS. The MD is an independent contractor, with annual contracts, renewable upon approval of the TODOS Board.

MANAGING DIRECTOR ROLE

The Managing Director embraces and acts upon the mission of TODOS and the vision of the TODOS Board. The Managing Director:

- Carries out the commitments, decisions, and directions of the Board.
- Manages and supports the annual and daily operations of TODOS Committees, Conferences, Institutes, and other projects in collaboration with the Executive Team.

QUALIFICATIONS

Required Qualifications:

- Bachelor's degree
- Experience working in the field of education
- Project management experience, including leading a team of individuals to complete tasks and projects within a specified timeframe
- Proficiency and experience using word processing, presentation, and spreadsheet software in particular Google Workspace and compatible project management applications
- Eligibility to work in the U.S.

Preferred Qualifications:

- Grant writing experience
- Master's Degree
- Mathematics education leadership or teaching background

Applicant should have a knowledge of and commitment to:

- Uphold TODOS' [mission and goals](#), which include advocating for equity and high quality mathematics education for all students— in particular, Latina/o students.
- Engage in daily practices rooted in equity, diversity, and inclusion.

POSITION

Yearly Contract: \$60,000 as an Independent Contractor

The duties, compensation, and other detailed terms shall be specified in a yearly renewable, written contract between the Board and the Managing Director. Review of performance will occur at 6-month intervals.

It is anticipated that this contract will take, on average, 20 hours per week to complete the role described above. Additionally, it is anticipated that the contractor will travel at the most 5 days within a calendar year.

Expenses: Additional expenses related to fulfilling the contract will be negotiated for reimbursement according to the TODOS Reimbursement Policy.

Anticipated Start Date: February, 2024

Application: A complete application packet for the position of TODOS Managing Director must include the following:

- A completed [application form](#) that will require describing interest in the contract position, the qualifications and experiences related to the role; the knowledge of TODOS; and commitments to equity, diversity and inclusion.
- A resume or curriculum vitae
- By midnight **PT November 15, 2023**.

Anticipated Timelines

Date	Activity
Nov 15, 2023	Applications close at midnight PT.
Week of Nov 27	Short listed applicants will be contacted.
Weeks of Dec 4 & 11	Invited applicants attend a one-hour interview with hiring committee. Please note that TODOS is an organization whole volunteers live across multiple time zones.
Week of Dec 18	Finalists are sent a task and asked to prepare a 30-min presentation.
Week of Jan 2	Finalists make presentations.

Contact for questions about the position:

President, Florence Glanfield, president@todos-math.org