Position Description:

Strategy, Expansion and Special Projects Director
Strategy and Expansion Department

ORGANIZATION OVERVIEW

Christel House International (CHI) envisions a world where poverty does not limit potential. Founded in 1998, CHI has developed an international model that prepares students from under-resourced communities to achieve upward economic mobility, to become good citizens, and to identify and realize their goals, dreams, and human potential. CHI’s impact is multigenerational and socially transformative. Internal data, external benchmark comparisons and efficacy studies validate these conclusions. Today, CHI serves nearly 6,000 students in Learning Centers (LCs) in Jamaica, Mexico, South Africa, India, and the US (Indianapolis). CHI is much more than a network of tuition-free K-12 schools. It is an integrated, holistic approach to poverty alleviation. It has high expectations for every student, and a conviction that all students can meet their goals through hard work and the right interventions. Along with rigorous academics, students get mental health interventions, social services, and health services, including immunizations, annual physicals, vision, hearing and dental screenings and treatment. Students receive fine arts education, learn relevant and marketable computer skills, and (most) study additional languages starting in kindergarten. Rich extracurricular offerings contribute to learning outside of the classroom setting. Breakfast, lunch, and a snack are served daily, and books, supplies, uniforms, and transportation are provided.

CHI has 19 team members who provide support to the LCs in the areas of academics, programs & services, model compliance, finance, fundraising, marketing, technology, and data management. In March 2021, a Strategy Planning Committee was formed to develop a plan to significantly increase the number of children CHI serves in its work to break the cycle of poverty.
POSITION DESCRIPTION

The Strategy, Expansion and Special Projects Director will serve as a key member of CHI’s Strategy & Expansion Department. The Director will provide research and data analysis on major strategic issues, sites for new LCs, new countries for LC expansion, NGO partnerships, and best practice in school replication. Additionally, the Director will help develop, maintain, and refine a comprehensive LC Startup Toolkit to support the launch of new LCs and the replication of existing LCs. Finally, the Director will assume responsibility for additional projects to broaden CHI’s impact.

KEY RESPONSIBILITIES

Research and Analytics

Conduct research needed to develop and refine CHI’s strategy to broaden its impact and help more students break the cycle of poverty.

- **Conduct research and synthesize data** to support the CHI Board’s SPC develop a comprehensive strategic plan to expand its impact around the world. On an ongoing basis, support the SPC as it addresses key strategic issues.
- **Assess** whether new countries have the right conditions to open and support CHI LCs.
- **Support existing LCs** gather and analyze the data needed to determine when and how best to replicate.
- **Gather the latest research** on school network replication and share this research with the CHI team and Board members and LCs.
- **Evaluate NGOs** as partners with CHI and/or LCs.
- **Lead projects** to support CHI broaden its impact.

Best Practices Data Base

Maintain and refine the comprehensive LC Startup Toolkit to catalogue best practices CHI and LCs have developed to launch LCs.

- **Continuously gather “lessons learned”** and best practices as CHI launches LCs in new or existing countries.
- **Update and maintain the LC Startup Toolkit** to reflect the latest learnings and best practices on launching LCs.
- **Regularly present** to the CHI Board, staff, and partners learnings captured in the LC Startup Toolkit to ensure the launch of new LCs is more efficient and effective.

Special Projects

Provide support as the Strategy & Expansion Department explores new approaches to broaden CHI’s impact, which may include:

- **Develop concept papers** on new initiatives.
- **Coordinate with the Academics, Programs & Services** team to ensure new LCs reflect the latest thinking on the CHI model.
- **Propose new projects** and work streams to continuously advance CHI’s mission.
- **Other** projects, research and activities as assigned.
QUALIFICATIONS

1. Commitment to and enthusiasm for CHI’s mission.
2. Able to operate with significant autonomy and function in a high-energy, dynamic environment.
3. Take a high level of personal ownership and drive, with attention to detail.
4. Bachelor’s degree with research and analytical experience.
5. Excellent research, analytical and written and verbal communication skills.
6. Excellent project management and organizational skills.
7. Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue.
8. Able to develop and make presentations to executive staff and boards.
9. Able to influence laterally and up in the organization in pursuit of objectives.
10. Possesses a spirit of flexibility, an openness to feedback, and commitment to continuous learning.
11. Proficient with advanced computer skills and knowledge of multiple databases and software systems.
12. Prior experience in international/multi-cultural contexts and/or fluency in Spanish is a plus.

PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness and Teamwork
3. Communication Skills
4. Devotion and Commitment
5. Decision-Making and Judgment
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Innovation, Creativity and Problem-Solving
9. Leadership
10. Work Product Excellence and Timeliness

COMPENSATION

CHI offers competitive compensation commensurate with experience and a comprehensive benefits package.

CHI is an Equal Opportunity Employer.

Please submit cover letter and resume to:
David Harris, CHI Executive Vice President
Email: dharris@christelhouse.org