

Small Magic is seeking a full time **bilingual Family Engagement Manager** to lead the implementation of our flagship program (Birmingham Talks) for both English and Spanish-speaking families. The ideal candidate is goal-oriented, adaptable, and a proven relationship builder who inspires others to action.

WHO WE ARE

Small Magic supports the future stability and prosperity of Birmingham by focusing on our most precious resource—our children. Our innovative programs embrace cutting-edge technology and the deep involvement of parents, community partners, and teachers to ensure all the children in our community are prepared for kindergarten and a lifetime of economic mobility. Research shows that the earliest support for kids can have the most positive and cost-effective lifelong impact. Together, we're ensuring that Birmingham can become the best city in America to raise a child under five.

The heartbeat of this work is our nimble, high-functioning team. We look for people who align with our values--tenacious, curious, empathetic, and focused on both equity and impact. In a recent employee survey, 100% of employees agreed with statements like "I'm proud to work at Small Magic," "my job gives me the flexibility I need to meet the needs of my personal life," and "my manager cares about me as a person." For more information on our work and culture, visit smallmagic.org.

WHAT YOU'LL DO

The Family Engagement Manager will be based in Birmingham, AL and report to the Program Director. The role is responsible for the following:

- Planning and executing recruitment for the Birmingham Talks program each quarter
- Planning and executing meaningful, data-driven weekly small group and one-on-one coaching sessions
- Building deep, mutual partnerships with like minded organizations in the community
- Serve as the public face of the family program, both with families and community partners

To give some specifics, if you were working at Birmingham Talks right now, you would be:

- Building and designing a robust recruitment pipeline focused on increasing the Spanish-speaking enrollment
- Following up with families who are interested in joining our upcoming summer groups
- Planning, coordinating, and executing Birmingham Talks' summer graduation
- Assembling book bags for families complete with weekly incentives and data reports
- Working with the Program Director and Family Engagement team to set strategy for family recruitment, enrollment, and retention

WHO YOU ARE

We work intentionally to hire candidates that align with our values. This means you'll be part of a team of talented people who care about you and push you to be the best version of yourself. Small Magic's core values are:

- **Center equity.** We work to ensure people of all backgrounds can access our programs and thrive on our team. We pursue antiracism. We amplify the voices of those most impacted by the issues our organization seeks to solve.

- **Demonstrate curiosity.** We ask rigorous questions about both our work and the systems surrounding it. We acknowledge the limitations of our perspectives and seek out feedback. We welcome opportunities for growth.
- **Embody empathy.** We assume the best of our community, our partners, and our team. Trust and kindness are hallmarks of our culture. We don't engage in drama or gossip. We put ourselves in the shoes of our partners and participants, always looking for ways to improve their experiences.
- **Engage with tenacity.** When confronted with problems, we seek solutions. We're realistic about challenges while maintaining a courageous optimism about the future of our community. We have a relentless belief that all children in Birmingham deserve the very best.
- **Make an impact.** We pursue excellence, measure what matters, and constantly assess our progress. We set ambitious goals, focus on the big picture, and execute accordingly. We evaluate every decision by the outcome it will produce for children and families.

THE SKILLS YOU'LL NEED

To be successful in the role, the Family Engagement Manager will perform in the following areas:

- **Communication:** You speak clearly to a wide range of stakeholders. You have strong instincts, knowing when it's helpful to share more context or important to ask a question to better understand another perspective. You draft compelling written materials, including emails, presentations, and reports.
- **Defining & analyzing problems:** - You not only navigate roadblocks, but anticipate them. You think multiple steps ahead, work to mitigate risk, and analyze data to determine root causes. You ask the necessary questions to assess alternative scenarios and visualize what's around the next corner.
- **Facilitation & training:** You create collaborative relationships and sustain a participatory environment with clients. You practice active listening and are able to observe and provide feedback to participants. You make compelling facilitation materials, taking the provided curriculum from good to great.
- **Influencing & motivating others:** You're able to motivate others to accomplish a goal, even if it feels ambitious. Your passion energizes people and makes them eager to tackle the task at hand. You tailor your messages to your audience for maximum efficacy.
- **Progress monitoring:** You identify meaningful metrics and assess accordingly. You create a system to track progress to goal, and then regularly revisit that system, adjusting actions in accordance to data for maximum impact.
- **Strategic planning:** You sort through the clutter to find the route toward a desired outcome. You develop a set of tactics to reach your goals, identify key milestones, and translate all of this to your calendar.

While not requirements for application, our experience suggests that the following things might lend themselves to success in this role:

- Ability to build strong relationships quickly, even across lines of difference
- Experience working with children and/or families
- Experience working, living, or attending school in lower income communities

WHAT ELSE YOU SHOULD KNOW

Small Magic believes it's essential to cultivate an internal culture that reflects the diversity and strength of the community we serve. We especially encourage job applications from communities that are most impacted by educational inequity. Our organization will not discriminate against any individual based on race, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, or any other factors prohibited by applicable law.

We believe that part of attracting the best talent is offering strong benefits and compensation and a flexible, empowering work environment. The compensation range is \$51,450 - \$62,475; placement within the range is determined by competency and prior experience. Other benefits include premium health insurance, retirement matching (up to 5% after 3 months), paid time off (18 days + holidays + two week-long closures), a work issued laptop, and access to annual professional development stipend.

HOW TO APPLY

To apply, please visit smallmagic.org/careers