

---

## Manager of Continuous Improvement Job Description

**Position Title:** Manager of Continuous Improvement

**Position:** Full-time, exempt

**Reports to:** ROC the Future Director

**Compensation:** \$65,000 – \$75,000, commensurate with experience. Generous benefits include health, dental, paid time off, retirement with organizational match, and flexible workplace.

**About the Children's Agenda:** The Children's Agenda (TCA) advocates for effective policies and drives evidence-based solutions for the health, education and success of children. We are especially committed to children who are vulnerable because of poverty, racism, health disparities and trauma. TCA provides backbone organizational support for ROC the Future.

**About ROC the Future:** ROC the Future (RTF) is a collaborative, community-wide initiative dedicated to ensuring that all children receive the opportunities and support they need—from birth to career—to succeed in school and throughout life. ROC the Future is part of the nationally recognized framework, [StriveTogether](#), dedicated to building strong civic infrastructure that supports improvement in student outcomes through collective impact. More at <http://rocthefuture.org/>

**POSITION OVERVIEW:** Develop a culture of continuous quality improvement utilizing Results Based Accountability within ROC the Future that supports the RTF Outcomes Framework. This position will work directly with the RTF team and community stakeholders to develop or improve processes and accelerate the impacts of our work.

### **KEY RESPONSIBILITIES:**

- Utilizing Results Based Accountability, provide tools, methods and relevant training to build capacity so that continuous quality improvement skills and methods are utilized by RTF's Outcome and Strategy Teams, Collaborative Action Networks (CANs) and other community partners.
- Identify areas for organizational development among the collaborative to support the improvements outlined in the collaborative action plan.
- Work with the Alliance Director and Director of Research and Analytics to develop and/or incorporate a scorecard and data dashboard within ROC the Future.
- Develop an easy replicable process for completing the data-driven, annual report card so the reporting becomes part of standard work.
- Provide support to the Director of Research and Analytics to build capacity and oversee progress on collaborative continuous improvement around key strategies.
- Connect and align RTF's work with community initiatives to achieve greater community-wide impact and results.
- Maintain and catalogue appropriate documentation of progress of provider networks in moving through the continuous improvement process. Appropriate documentation may include, but is not limited to, network work products such as action registries, relevant research, meeting materials and other deliverables.

### TCA organizational integration:

- Actively coordinate and partner with TCA team members on all key issues affecting children and youth;
- Attend bi-monthly organizational team meetings and occasional TCA team events (such as retreats and team work on advancing race, equity, and inclusion internally and externally).

Other duties as assigned.

**EDUCATION AND EXPERIENCE:** Bachelor's degree or equivalent combination of education and experience; demonstrated of experience leading continuous improvement initiatives; experience in and comfort communicating complex information clearly in writing and in oral presentations to a range of audiences; and strong organizational and project management skills, and knowledge of Results Based Accountability.

**REQUIRED SKILLS AND CHARACTERISTICS:**

- Demonstrated capacity to provide training and other supports to organizations, individuals, or businesses in developing quality improvement skills and processes.
- Demonstrated success to create processes and systems, manage details and work collaboratively.
- Has the motivation and passion for improving educational outcomes of urban students.
- Adept interpersonal skills, focusing on building relationships.
- Must be a team player who is responsive to and supportive of the needs of others.
- Holds an active NYS Driver's License and has reliable, available transportation.

**THE CHILDREN'S AGENDA, INC.  
IS AN EQUAL OPPORTUNITY EMPLOYER**

**v. 10/2018**