

Manager, Male Educators of Color Fellowship (MECF)

Organizational Unit

Sims-Fayola Policy and Advocacy Institute

Sims-Fayola Foundation

Reports To

Managing Director, Policy and Advocacy Institute

Position Summary

The Manager of the Male Educators of Color Fellowship (MECF) is responsible for the high-quality execution of the fellowship experience, ensuring consistency, care, and alignment with Vision 2030 and the Sims Framework. This role focuses on program delivery, fellow support, coordination, and operational excellence, while strategic direction, policy leadership, and external positioning remain with Institute leadership.

The Manager ensures that fellows experience belonging, predictability, and developmental rigor across the ten-month fellowship cycle.

Core Responsibilities

Fellowship Implementation and Operations

- Manage day-to-day operations of the annual MECF cohort, including recruitment logistics, onboarding, scheduling, and communications.
- Coordinate monthly fellowship sessions in alignment with the approved scope and sequence.
- Manage calendars, facilitation logistics, stipends, materials, and session follow-up.
- Serve as the primary point of contact for fellows throughout the fellowship year.

Fellow Support and Experience

- Support fellows' participation, engagement, and completion of fellowship requirements.
- Coordinate mentor relationships, guest facilitators, and wellness partners.
- Escalate fellow support needs, challenges, or risks to the Managing Director as appropriate.

Capstone and Deliverables

- Coordinate Capstone Impact Projects and final presentations.
- Support fellows' participation in policy brief development and legislative activities led by the Institute.

- Ensure timely completion of fellowship outputs and documentation.

Data, Reporting, and Continuous Improvement

- Collect participation data, session feedback, and required evaluation inputs.
- Prepare draft reports, summaries, and dashboards for internal and funder use.
- Identify operational improvements to strengthen cohort delivery year over year.

Partnership Coordination

- Maintain relationships with existing partners, districts, higher education institutions, and collaborators.
- Coordinate logistics and communications related to partner participation.
- Support Institute-led partnership and policy initiatives connected to MECF.

Required Qualifications

- Experience managing education, leadership, or equity-centered programs.
- Strong organizational and facilitation support skills.
- Comfort supporting identity-affirming learning spaces.
- Ability to manage multiple timelines, stakeholders, and deliverables with reliability.
- Alignment with Vision 2030 and the Sims Framework.

Preferred Qualifications

- Experience working in K–12, educator preparation, or educator affinity spaces.
- Experience supporting educators of color or equity-centered professional learning.
- Familiarity with Colorado’s education landscape.

Success Indicators

- High fellow retention, participation, and completion rates.
- Consistent, well-executed fellowship sessions and deliverables.
- Positive fellow feedback regarding structure, support, and experience.
- Clear, timely reporting and operational reliability.