



## Manager of Partnerships + Learning

### About Ingenuity

Ingenuity was born from a city-wide collective impact movement that coalesced hundreds of arts education stakeholders in solving a complex problem: arts inequities in Chicago Public Schools (CPS). Since 2011, Ingenuity has collected and analyzed CPS school-level data to influence sector-wide decision-making, fuel arts-supportive policies, and identify opportunities for improved resource distribution to all CPS students.

We lead collective efforts across public and private sectors to launch data-driven frameworks that are helping to close the gap to arts education access in CPS schools. Ingenuity serves as the “connective tissue” between Chicago’s arts education stakeholders, including small local arts organizations, large cultural institutions, teaching artists, CPS leadership, and the City of Chicago. Together, we advance systemic change in CPS arts education through data and research, partnerships and learning, systems building, and direct investments in CPS schools. To learn more about Ingenuity’s work, visit our website: [www.ingenuity-inc.org](http://www.ingenuity-inc.org)

### Position Summary

The Manager of Partnerships and Learning is a key member of the Ingenuity team working toward our mission of ensuring that every Chicago Public Schools (CPS) student, in every grade, in every school, has access to the arts as part of a well-rounded education. They contribute to the collective success of the organization and its other primary program areas (Data & Research, Advocacy and Communications, and the Creative Schools Fund), as well as the collective success of the Chicago arts education sector.

The role is both complex and rigorous, requiring an ability to balance multiple priorities and projects simultaneously. This is an exciting and challenging opportunity for an emerging leader to contribute to the internal and external workings of a dynamic, fast-paced, and nationally-recognized arts education organization working in the nation’s third largest public-school district.

### Key Responsibilities

#### Sector Capacity Building (60%)

- Develop structures and strategies to inform the continuous development of arts education learning and development plans for 400+ arts partner organizations .



- In collaboration with key stakeholders, lead the design, coordination, and implementation of an annual P&L program plan that delivers critical supports and services to the arts and cultural community.
- Develop strategies to support, connect, and align arts partners and CPS by planning, presenting, and/or coordinating Ingenuity's learning Institutes, Summit Series, and annual Arts Education Conference.
- Provide technical assistance that consists of: new partner orientations, prospective partner meetings, one-on-one assistance and office hours to support. [www.artlookmap.com](http://www.artlookmap.com) profile navigation, partner portfolio data inquiries, and other P&L topics, to a range of arts partners (capacity, size, discipline, location, etc.).
- Develop sustainable and equitable systems that provide arts partners with critical tools and supports necessary to more efficiently foster school partnerships and navigate CPS Procurement and Safety and Security procedures.
- Map all learning programs to the Arts Partner Standards of Practice Self-Assessment Quiz, as appropriate.
- Source, develop, and share learning resources and opportunities; add content and resources to Ingenuity's Resource Library.
- Stay current on research and technology trends and anticipate useful tools or programs to support partnership and community capacity.

### Outreach, Collaboration, and Communications (25%)

- Facilitate knowledge sharing throughout the sector and seek opportunities to partner with other organizations to facilitate seamless exchange of information.
- Develop and maintain a supportive relationship with the community of 400+ community-based arts organizations that provide services to Chicago Public Schools.
- Build relationships with, and understand the needs of, the arts partner community and collaborate with stakeholders and Ingenuity's ArtsEd Leadership Advisory Committee (ALAC) in order to develop annual learning and development plans.
- Facilitate meetings and present to internal and external stakeholders on P&L work and strategies.
- Support key arts education initiatives and programs to help partners navigate and work more effectively within CPS and accomplish the mission of the organization.
- Partner with the CPS Department of Arts Education to accomplish shared goals through professional learning systems of support.
- Conduct research, make site visits, and find resources to help staff make decisions about program possibilities.
- Partner with the Creative School Fund team on partnership best practices and supports.
- Develop and implement a P&L communications strategy in collaboration with the Communications and Advocacy teams.



- Develop a timeline document with key communication touchpoints with arts partners throughout the school year and work with the Communications & Storytelling Manager to strategize and implement a plan.
- Update events on Ingenuity calendars.

### Administration (15%)

- Work with the Director of P&L to develop annual departmental goals, benchmarks, and strategies as well as broader contributions to organizational strategy initiatives.
- Work with the Director of P&L to manage P&L program budget, invoicing, and reporting.
- Collect and analyze data on projects and report on outcomes.
- Provide proactive and responsive program reports to senior leadership.
- Develop and track progress on department key performance indicators, and report on outcomes.
- Manage P&L attendance data in collaboration with the Data and Research team.

## Qualifications

### Knowledge, Skills, and Experience

- **Communications:** Excellent written and verbal communication skills.
- **Emotional Intelligence:** Mature, ambitious, and politically savvy.
- **Project Management:** Independent project execution with high attention to detail.
- **Relationship Building:** Strong relationship-building skills with all stakeholders - arts community leaders, teachers, school leaders, and arts education organizations.
- **Professional Learning:** Experience designing, facilitating and implementing large-scale learning programs.
- **Knowledge & Systems Management:** Design, management, distribution, and evaluation of online and/or virtual tools, trainings, and resources.
- **Stakeholder Coordination:** Skilled in aligning multiple groups toward common objectives.
- **Public School Systems:** Familiar with public school systems, preferably Chicago's.
- **Data Utilization:** Experience utilizing data to track arts education progress, and adjusting strategies and programs to meet evolving goals and needs.
- **Collaboration:** Working with organizational leadership teams to integrate initiatives and ability to build consensus to work toward common goals.
- **Work Ethic:** Committed to quality work and personal excellence.
- **Lifelong Learning:** Identifies as both a learner and an educator.
- **Technical Proficiency:** Proficient in Microsoft Office Suite.



## Desired Background

- 3-5 years of experience in arts education, public education, arts administration, policy field, and/or community organizing.
- Existing knowledge of the Chicago arts partner community/landscape and Chicago Public Schools.
- Experience in large scale program design and implementation.
- Experience navigating and agility working with large bureaucracies.
- Experience in complex, multi-audience, multi-channel communications environments.
- Proven track record of making progress and meeting goals even under extremely challenging circumstances.
- Extensive project management experience.
- Access to a car or reliable source of transportation.
- Comfortability utilizing technology platforms such as: mail merge, Mailchimp, Eventbrite, Jotform, Dropbox, Asana, Microsoft Teams, and other online platforms.
- Previous lived experience, interest in, or connection to Chicago's arts/arts education, youth development, and/or civic community.
- Demonstrated commitment to anti-racism, diversity, equity, and inclusion practices.
- Bachelor's degree required; Significant work experience may substitute for the degree(s).

Ingenuity recognizes that there is no such thing as a perfect candidate. Even if you do not meet all the requirements for the position, we encourage you to apply. You might just be the candidate we are looking for!

## Reporting Relationships

The Manager of Partnerships + Learning reports to the Director of Partnerships + Learning and has no supervisory responsibility.

## Leadership

**Lilly Cruz (she/her/ella)**

**Director of Learning + Partnerships**

Born and raised in Chicago, Lilly Cruz (she/hers/ella) is a proud Boricua whose work lives at the intersection of education, cultura and social justice. She has over 20 years of equity-centered, education and nonprofit leadership experience that is grounded in liberatory practices and outcomes for historically marginalized young people and families in Chicago and beyond, at the systems level, through school-based leadership and within community spaces.



Lilly has deep roots in Chicago Public Schools as a former middle school teacher, residency site director, assistant principal and Central Office leader in the Department of Student Voice & Engagement. She also has a national landscape perspective through her systems work with Leading Educators, where she worked with school districts across the country to support their programming for teachers and school leaders around leadership, coaching, equity, literacy and math. And in 2020, Lilly founded El Griot & Areito Project, a grassroots collective of mostly Chicago educators, young people and families who curate and offer learning experiences around ethnic studies through creativity, stories and healing.

Lilly's lived experiences as a Chicago Public School student also influence her work. Her exposure to and engagement in the arts in elementary school led her to audition and get accepted into the Drama Major Program at Lincoln Park High School. Both of these experiences influenced her arts integration approach as a literary arts teacher and with the community-created Teaching the Story of the Chicago Young Lords curriculum, which she facilitated through El Griot & Areito Project.

Lilly is an Umuwi Ethnic Studies Program Advisory Board Member, 2020 Surge Institute Alumna and was recently published in ReThinking Schools for her article – The Story of the Chicago Young Lords for Teachers. Lilly lives in the South Shore community with her family which includes her partner, two teenage daughters, a rescue cat and lots of plants.

**Lupe Jimenez-Pinto (she/her)**  
**Chief of Staff**

Lupe Jimenez-Pinto is a mission-driven, solution-oriented strategist, and nonprofit expert with a proven record of creating innovative educational experiences. In her previous role as Senior Director of External Affairs, Lupe returned to her alma mater, Perspectives Charter Schools, where, for a decade, she cultivated an organization-wide passion for social emotional well-being and advancement. Lupe worked diligently as an adept brand and marketing strategist while crafting thoughtful messaging and communications and was instrumental in the successful planning and execution of fundraising activities and community events. She effectively built relationships with community partners, funders, city leaders, and elected officials to further advance the organization's mission. Lupe is skilled at navigating the political and philanthropic landscapes of the city, never hesitating to leverage her relationships to positively impact Chicago students.

Lupe brings her passion for equity in education, strategic thinking, and a fresh perspective to continue advancing our mission. She will develop and support the organization's strategic priorities, and above all, she will empower and expand the groundbreaking opportunities that we offer to schools and youth across the thriving city of Chicago.



Lupe graduated with a BA in Marketing Communications with an emphasis on Public Relations from Columbia College Chicago in 2006.

**Nicole Upton (she/her)**  
**Executive Director**

As Executive Director of Ingenuity, Nicole is responsible for driving the strategic and operational progress toward Ingenuity’s mission of ensuring every Chicago Public School student has access to a high-quality arts education. Nicole has been with Ingenuity since 2015, first as Director of Partnerships and Professional Learning and then as Managing Director, prior to becoming Executive Director in February 2022.

Nicole joined Ingenuity from the Chicago Public Schools (CPS) Department of Arts Education, where she oversaw projects, programs, and initiatives for CPS students, teachers, principals, and school community stakeholders. Her focus areas included curriculum, instruction and assessment, professional development, partnership, strategic planning for the arts, and the CPS Arts Education Plan. She works with both CPS and Chicago’s arts and cultural community to build capacity, strengthen leadership, and create collaboration and knowledge sharing within and among organizations to bolster existing arts programs and reduce arts deserts across CPS.

Prior to working at CPS, Nicole served as the Senior Director of Education at the Auditorium Theatre of Roosevelt University, where she launched ArtsXChange, a collaborative professional development program for classroom teachers, and directed Hands Together, Heart to Art, an arts-based summer camp for children who have experienced the death of a parent. She has also worked as a director, stage manager, and high school theatre teacher.

## **Compensation + Benefits**

This is a full-time, salaried position with a salary range of \$60,000-\$70,000.

Ingenuity offers a generous health insurance and benefits package, matching retirement plan contributions, personal days, and paid vacation and sick time. Our current excellent benefits package includes:

- Medical and dental insurance
- Life insurance
- Short- and long-term disability insurance
- Paid vacation time
- Paid sick time



- Paid personal time
- Twelve (12) standard company holidays per calendar year
- Up to 4-weeks per year of fully remote/offsite work
- Pre-tax Commuter Expense Reimbursement Plan
- IRA retirement plan with up to 4% employer match
- Funds to support professional development related to work
- Employee Assistance Program

Please note that all employment-related pay and benefits provided to Ingenuity employees are subject to all applicable policies, practices, processes, and legal requirements, including changes to them that may occur from time to time.

## Location + Travel

Ingenuity's offices are based in Chicago's River North neighborhood. Minimal travel outside of Chicago may be expected occasionally and may include participation in professional conferences.

Ingenuity employees are currently expected to work in the office two days a week (Tuesdays and Wednesdays), with a strong likelihood of adding an additional in-office day TBD. Employees will be given as much notice as possible as expectations change.

## EEO + Diversity, Equity + Inclusion

Ingenuity is an equal-opportunity employer. Ingenuity encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply, including ALAANA candidates, transgender and gender non-conforming candidates, as well as candidates from all socio-economic backgrounds. All applicants will be evaluated on a merit basis.

In 2020, Ingenuity partnered with the Morten Group to develop our first-ever Equity Action Plan, launched in fall 2022. This living document guides our commitment to Diversity, Equity, and Inclusion (DEI) with clear goals, metrics, and accountability measures.

Since then, we've taken meaningful steps to drive real, lasting change—engaging in staff training, strategic planning, and ongoing dialogue. We've deepened our focus on Shared Leadership, Inclusivity & Belonging, and People & Culture to ensure equity remains at the core of our work.

We invite you to explore our progress and join us in advancing a more inclusive and equitable arts education ecosystem. Visit our [website](#) to learn more!



## Background Checks

As a current Chicago Public Schools vendor, Ingenuity is required to submit annual background checks for all employees.

## Submission Instructions

To apply, please send a cover letter and resume detailing your relevant experience and qualifications for this role to [employment@ingenuity-inc.org](mailto:employment@ingenuity-inc.org).

All materials will be held in the strictest confidence.

## Hiring Process:

After reviewing resumes, selected candidates will move through the following steps:

1. Initial Phone Screening
2. Task Submission
3. Group Interview
4. Final Interview
5. Reference Checks & Offer Extension

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