



# Open Position: **School Partnership Manager**

Are you an educator looking for your next challenge? Are you excited to roll up your sleeves and dive into the detailed work of bringing hands-on STEM to NYC schools? We want to hear from you!

**Organization:** League of Young Inventors

**Location:** Hybrid in New York City

**Position Type:** Full-Time (flexibility possible for the right candidate)

**Compensation:** \$65K - \$85K Annually

**Application Deadline:** March 4, 2026

## About Us

The League of Young Inventors (LYI) is a fast-growing nonprofit on a mission to spark curiosity and creativity in young learners. We design hands-on invention curriculum and kits that bring the engineering design process and the joy of discovery to K-8 classrooms. LYI units give teachers the tools and confidence to lead engaging design challenges that make science and engineering accessible, exciting, and unforgettable for students.

We've reached more than 40,000 students across seventeen states. Now we're strategically investing in our NYC home base, deepening partnerships, and expanding our reach in the nation's largest school system.

We're looking for a New York-based School Partnership Manager who is ready to be a pivotal part of this mission and our small, passionate team. The ideal candidate will bring a background in education and an eagerness to support teachers and school leaders as they deliver high-quality STEM experiences to their students.

## Position Summary

As School Partnership Manager, you'll be at the heart of LYI's growth and impact. You'll build strong relationships with school partners, ensuring they have everything they need for successful implementation. You'll manage day-to-day communications and logistics, visit schools across NYC, and help grow our network of partner schools.

This role requires excellent project management skills, meticulous attention to detail, exceptional written and verbal communication, and a collaborative approach.

This is a unique opportunity to join an entrepreneurial environment where you can grow quickly, take on significant responsibilities, and directly impact a rapidly scaling organization. If you're passionate about education, eager to reshape how kids experience STEM, and looking for a role where your classroom experience is a superpower—not something you leave behind—this is it

## Responsibilities

### School Partnership Management:

- Serve as the primary point of contact for LYI's school partners, ensuring exceptional experiences from onboarding through renewal.
- Manage the full outreach-to-implementation pipeline, tracking communications, status updates, and key milestones with each partner school.
- Oversee operational logistics including invoicing, purchase orders, kit delivery, and scheduling to ensure accuracy and on-time execution.
- Conduct school visits across NYC to build and strengthen relationships with teachers, instructional leaders, and administrators.
- Host and support Lunch and Learns, STEM Fairs, professional development sessions, and webinars to engage educators and showcase LYI's programs.
- Identify and cultivate relationships with new school partners through outreach and systematic follow-up.

### Communications:

- Support new partner development by communicating with schools, districts, and community organizations, tracking leads, and updating outreach records.
- Provide virtual curriculum demonstrations for prospective partners and serve as a knowledgeable advocate for the value of LYI's curriculum.
- Contribute content and support for social media channels to increase awareness and amplify our mission.

### Project Management:

- Develop and manage project timelines for key initiatives, including kit fulfillment, professional development delivery, implementation check-ins, and program evaluations.
- Coordinate daily with team members to track progress, address challenges, and align efforts with organizational goals.

## What We're Looking For

- A background in education, ideally including 2+ years of classroom teaching experience, preferably in elementary settings.
- Enthusiasm for making STEM and hands-on learning accessible for all students and teachers.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities simultaneously.
- Exceptional written and verbal communication skills.
- Strong relationship-building skills and a proven ability to develop and maintain professional partnerships.
- A self-starter mindset with a drive to contribute to a growing, mission-driven organization.
- Adaptability and flexibility, with the ability to pivot quickly in response to shifting priorities.
- Proficiency in Google Workspace; familiarity with CRMs and project management tools is a plus.
- Experience with school scheduling, procurement processes, and teacher professional development is strongly preferred.

## Why Join Us

- Be part of a mission-driven organization at a crucial moment in education policy and technology.
- Shape the future of STEM education and make a direct impact on young learners across NYC and the country.
- Grow your skills and career in a fast-paced, supportive environment where your contributions have a direct and visible impact.
- Collaborate with a passionate team that values kindness, creativity, curiosity, and problem-solving.

**Working with Us:** We're a startup nonprofit building our team thoughtfully. For the right candidate, we're willing to customize arrangements around schedule flexibility, benefits structure, and compensation to create a role that works for both you and LYI.

## How to Apply

In lieu of a traditional cover letter, applicants are asked to respond to the following short answer questions:

1. **What's your personal connection to hands-on, experiential learning?** This can be from your own education, work experience, or life outside of work. (up to 200 words)
2. **Describe a time you managed multiple competing priorities with tight deadlines.** What systems or approaches did you use to stay organized and ensure nothing fell through the cracks? (up to 200 words)
3. **Tell us about a time you tackled something that was outside your previous experience or comfort zone.** How did you approach it? (up to 200 words)
4. **Optional Bonus:** What's a question you wish we'd asked? How would you answer it? (up to 150 words)

Please submit a single PDF including your responses to the short-answer questions and your resume to **maurya.couvares@clearhatchconsulting.com**. Please name your PDF file:

LastName\_FirstName\_LYI\_Application.pdf (e.g., Smith\_Jane\_LYI\_Application.pdf). In your submission email, please use the subject line "Application for School Partnership Manager."

## A Note on AI Use

Your application will be reviewed by real humans, and we ask you to bring your humanity to the application and interview process. We view AI as a useful collaborative tool when used thoughtfully—for example, to refine your writing, brainstorm ideas, or research our organization. However, your application should reflect your authentic voice and demonstrate your personal connection to hands-on, experiential learning. It's our mission to help students develop the ability to think critically and creatively, not just prompt effectively. We're looking for those same competencies and commitments in our next School Partnership Manager.