

Job Description

Product Manager

We are seeking a Product Manager to help build and grow our K-12 SaaS platform that thousands of educators use every day. In this role, you'll own software products and features from problem discovery through launch and iteration, working closely with users, designers, and engineers.

[Open Architects](#) (OA) supports school districts, charter schools, and education non-profits by providing a robust data analytics platform that gives leaders the information they need to make informed decisions. OA's system seamlessly collects, combines, analyzes, and displays data from disparate data sources to provide insights to school leaders. Staffed by former practitioners, OA creates analytical tools and provides insights that we wish we had when we worked in districts and municipalities.

Now in our tenth year of operation, OA provides an open, collaborative team environment where diverse perspectives and backgrounds are valued. We are driven by a deep sense of service to our clients and the students in their care and eagerly get into the trenches to help solve our clients' problems. We are also a learning organization that embraces the messiness of the work and has fun along the way. We take our work seriously but not ourselves.

ROLE & RESPONSIBILITIES

You will report to OA's Director of Product and collaborate closely with our design and engineering teams. We work remotely and maintain a strong team culture through daily meetings, quarterly reviews, and an annual in-person retreat.

You will own specific products and features within the OA portal across their full lifecycle: identifying the user problem, defining requirements, working with design on the user experience, guiding development, running QA, and managing launch and iteration. You will start by supporting products already in flight and grow into owning your own product areas.

Day to day, this looks like talking with district users to understand their problems, ideating and iterating with the design team, writing clear specs for design and engineering, testing what gets built, and watching how users respond after launch.

This is a hands-on product role with significant ownership. Because OA is a small, growing product organization, you will have direct access to clients, work closely with our Director of Product and engineering team, and have the opportunity to shape major areas of the platform.

Our ideal candidate has experience in product management and knows how to move a product from an ambiguous idea to a polished release. The right individual should have a meticulous approach to defining product requirements, a deep understanding of user experience, and a passion for solving customer problems.

QUALIFICATIONS

Required Technical Skills and Experience

- 3+ years of product management experience building B2B SaaS or web-based software products
- Demonstrated experience working directly with design and engineering teams to ship user-facing software
- Strong product discovery skills including talking with users, identifying underlying problems, and translating them into product requirements
- Working knowledge of core web concepts, including front ends, back ends, APIs, and databases
- Experience using AI coding tools to quickly prototype ideas and communicate product direction
- Strong problem-solving skills and willingness to roll up one's sleeves to get the job done
- Bachelor's degree required

Required Personal Skills and Experience

- Ability to work in a fully remote environment (Slack, Zoom)
- Strong communication skills, able to articulate complex ideas simply
- Self-motivated and able to independently structure work time to achieve objectives
- Excited to work in a collaborative team environment with a flat organizational structure
- Ability to work effectively with diverse stakeholders including school and district leaders

Other Preferred Skills and Experience

- Experience with Notion, Figma, and SQL
- Familiarity with K-12 education, EdTech, or student data
- Familiarity with data analytics

HIRING PROCESS

1. Applications screened for qualified candidates
2. First-round interview with the Director of Product
3. Second-round hiring exercise with the co-founders
4. Final interview with members of the development team
5. Offer extended!

TO APPLY

If you are interested in applying, please send a cover letter and resume to careers@openarchitectsk12.com.