



**Position:** Head of Product

**Organization:** Mizzen Education, Inc.

**Reports to:** CEO

**Direct Reports:** Full Stack Developer

**Location:** 100% remote position, occasional travel may be required

**Position type:** Full-time

### **About Mizzen Education**

Mizzen Education, Inc. (MEI) is a non-profit education technology organization dedicated to providing access to a digital library of learning resources for educators that support engaging out-of-school-time (OST) learning experiences for children and youth. Through collaboration with our innovative partners and community of practitioners, MEI aims to spark curiosity, cultivate joy, and inspire a love of learning among children and youth through accessible content via a mobile app and web-based platform, community-building initiatives, and engaging learning experiences.

To align with the evolving needs and priorities of the OST community, MEI is in search of a Head of Product. This key role will contribute to the organization's strategic objectives related to core product design and development. As MEI has recently transitioned into an independent 501(c)3 charitable organization, this position will help to cultivate and create the workplace culture alongside team members, while proactively establishing systems and processes to support MEI's growth and development as a high-performing organization.

### **About the Position**

Mizzen is shifting all product and development functions in-house to support our continued growth. In support of these goals, Mizzen seeks a Head of Product to design, build, and implement products that deliver on Mizzen's vision and strategy, in collaboration with the Mizzen team. We are looking for an experienced product professional who is passionate about building platforms that users love.

Experience managing the development of highly scalable, flexible, content-driven enterprise applications is strongly preferred. This position is full-time, remote, and will report to the CEO. This position will also manage one direct report (Full Stack Developer) and will work in partnership with the full Mizzen team.

## Responsibilities

- **Leverage Project Management:** Management of overall product road-mapping, user feedback, testing, implementation and iteration. Includes communications management and alignment with various departments within the organization.
- **Design the Product Vision and Roadmap:** Develop and define a clear product strategy aligned with the organization's vision, mission, and growth goals that integrates our content and partnership strategies, educator experiences, and impact outcomes of the out-of-school time field. Help us prioritize opportunities as we expand the product and explore new possibilities for scalable and successful impact.
- **Promote Customer Success:** Bring passion and insight to solving problems for the OST professionals, ensuring the product strategy aligns with their unique needs and builds differentiation for Mizzen.
- **Collaborate Cross-Functionally:** Work closely with Engagement + Educator Experiences, Strategic Innovation + Partnerships, and Data + Operations Departments to align on product strategy and implementation.
- **Build Best-in-Class Processes:** Build and iterate on various processes with teams to drive alignment, simplify execution, launch products, monitor OKRs, and improve quality and efficiency. Research product categories and general market data.
- **Ideate on Product Marketing:** Collaborate with the Engagement and Educator Experiences Department to develop product positioning strategies, ensure quality and timely releases, and incorporate feedback cycles for continuous improvement and learning.
- **Nurture Product Team:** Collaborate closely with our Full Stack Developer for efficient time-to-market. Source and manage contract professionals to complement existing team resources.
- **Champion Mizzen Values:** Act as a product evangelist to build awareness of Mizzen's mission and capabilities and build a culture of understanding and enthusiasm for our platform work that leads to greater productivity and higher quality and cohesion of the experiences we ship to our community.

## Requirements and Skills

- Proven work experience in a product management role or as an associate product manager.
- Proven track record of managing all aspects of a successful product throughout its lifecycle.
- Proven ability to develop product and marketing strategies and effectively communicate recommendations to executive management.
- Thorough technical background with understanding and/or hands-on experience in software development and web technologies.
- Strong problem-solving skills and willingness to see projects through with minimal supervision.

- Skilled at working effectively with cross functional teams in a geographically dispersed organization.
- User experience, wireframing, and visual design experience a plus.
- Excellent written and verbal communication skills.
- Experience in a mix of nonprofit, philanthropic, and private sectors combined with evidence of social impact.
- Able to work independently and with a team.

### **Salary and Benefits**

The salary range for the position will be \$115,000 to \$130,000, dependent on relevant experience and work history. MEI offers a comprehensive and competitive benefits package.

### **Equal Employment Opportunity Statement**

Mizzen Education's mission statement and core values prioritize a human-centered culture of inclusion for its employees that respects individual strengths, views, and experiences. MEI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, please submit your resume, cover letter, and portfolio to [jobs@mizzen.org](mailto:jobs@mizzen.org).