



## Visits Manager

### MSA's Purpose and Vision

We are here to inspire wise change in schools. Our vision is to become the source for school leaders transforming themselves and their schools.

### Purpose and Character of the Role

The Visits Manager enables the accreditation process by building accreditation visiting teams composed of professional peer reviewers (PPRs) from around the world. The position works directly with MSA's Visits department and reports to the Senior Director of Visits. The Visits Manager also regularly communicates with all MSA staff and our global corps of PPRs.

This role is for someone who wants to contribute directly to a nonprofit's mission and who has a strong desire for personal and professional growth. This role is *not* for someone who wants to work in a bureaucracy.

### General Duties

- Work with MSA teammates to organize all aspects of accreditation visits.
- Recruit and train educators from across the world to become PPRs.
- Communicate regularly with PPRs and schools, including responding to urgent questions and needs.
- Solicit and analyze feedback from PPRs to make responsive decisions.
- Work closely with MSA colleagues to ensure accurate data.
- Other duties as assigned—because we are a project-based organization, and projects can be unpredictable!

### Expectations for Performance

- Strong attention to detail, communication skills, and interpersonal skills.
- Respect for diverse cultures and a desire to work with international clientele. It is a plus if you speak, read, and write in a language other than English.
- Strong work ethic and self-motivation.
- Desire to analyze problems and take initiative to solve problems.

- Comfort with teamwork.

#### Additional Information

- Anyone who enjoys solving complex puzzles will find that many of the same skills apply to this position.
- Fluency with Google Docs, Google Sheets, and Canva is helpful but not required.

#### Salary and Flexibility

- \$45-55k salary and a strong company-approved benefits package.
- This person works in MSA's Philadelphia offices Monday to Thursday. Fridays are remote for all in-office staff.

#### How to apply

- Please submit to Jeremy Basescu, Director of School Support and Volunteer Services:  
[jbasescu@msa-cess.org](mailto:jbasescu@msa-cess.org)
  - Résumé
  - A narrative about a time when you led a project that did not go according to plan. How did you adapt? What was the end result? What lessons did you apply to future projects? (not to exceed one page)