



Director of Content Solutions

New Meridian Corporation, located in Austin, TX seeks outstanding candidates to fill a position as Director of Content Solutions. Reporting to the Chief Assessment Officer, the Director of Content Solutions will manage New Meridian's custom content development initiatives with the goal of expanding the reach and impact of our assessment solutions. Candidates interested in this position should have an extensive background in developing educational assessments, managing asset development, supporting assessment solutions for proposals, managing content teams and relationships with vendors and customers, and developing processes to effectively manage workflow.

WHO WE ARE:

New Meridian is an assessment design and development partner that helps states prepare today's students for the challenges of tomorrow. We do that by providing technical expertise and the highest quality, research-validated test content that is uniquely focused on critical thinking, reasoning, and communication skills — the capabilities students will need to thrive in the future.

New Meridian is a 501(c)(3) nonprofit organization located in Austin, Texas. While only two years old, we have multiyear contracts with 10 states and agencies. With our clients, we are pioneering a new way for states to co-develop and share high-quality assessment content that results in states developing higher-quality testing programs more cost effectively.

We are financed primarily through program and licensing revenues, with additional targeted support from philanthropic organizations committed to deeper learning and high-quality assessments.

OUR IDEAL CANDIDATE:

The ideal candidate for this exciting, dynamic role enjoys working collaboratively with high-performance teams to solve challenging assessment design and development problems. He or she has diverse experience supporting all phases of the assessment content development process (e.g., crafting test designs based on client requirements,

responding to Request for Proposals {RFPs}, developing asset development plans, managing item writing and review processes, committee facilitation, forms construction and/or review, understanding of complexities around passage permissions, budgeting for assessment contracts and committee meetings etc.). In addition, we are seeking an outstanding candidate with strong business acumen, a proven record of successfully managing projects independently, excellent communication skills, and sound judgment and sensibility for working closely with clients and teams. Our ideal candidate has the following traits:

- An ability to get things done: You are results-driven, resourceful, action oriented, and persistent. You are a master organizer and project planner who consistently looks ahead and anticipates needs before they arise.
- Creative mindset: You can quickly adapt and develop creative solutions to assessment and content development challenges. You deeply understand assessment design, content development, and test construction processes and can synthesize information to recommend a plan of action.
- Emotional intelligence: You are highly self-aware and perceptive to the dynamics of key relationships. You are positive, empathetic, flexible, and curious. You naturally gain the respect of your colleagues through your authenticity, warmth, and competence.
- Trustworthy: You are highly ethical, principled, and mission driven, garnering the trust of colleagues and vendors.

EXPECTED DUTIES AND RESPONSIBILITIES:

Support the Chief Assessment Officer in building out the corporate capacity for New Meridian to become an industry leader in custom asset development.

Assessment Design & Development:

1. Lead and/or support the development of corporate capabilities surrounding custom asset development including determining the requirements for systems, processes, tools, training, and staffing needs.
2. Manage all aspects of the assessment design cycle including the development of test designs, assessment blueprints, asset development processes, and test construction processes.

3. Contribute to the development of designs for product portfolio roadmap: high-school assessment strategy, formative assessment strategy, career readiness strategy, and in the development of a science content clearinghouse.
4. Lead the development of comprehensive Asset Development Plans.
5. Serve as a primary point of contact and develops strong relationships with internal and external customers on custom assessment development projects and initiatives.
6. Direct assessment vendors in the development of items and assets.
7. Plan, manage, monitor, and/or facilitate content and fairness reviews, planning meetings, team meetings, and other development or management meetings.
8. As New Meridian continues to grow as we win new contracts, recruit, hire, train, and manage a team of assessment development professionals [e.g, test development manager, content leads, editor(s), permission specialist(s), item bank manager(s), and project manager(s)] in all phases of the asset development process].

Management and Leadership:

1. Direct assigned projects, to include preparation of planning tools, monitoring expenses, delegating work, monitoring and reviewing work delegated, negotiating deadlines, and coordination of work schedules and progress toward goals
2. Support Program Management to ensure quality on-time contractual deliverables
3. Develop a team culture focused on quality, transparency, integrity, and responsiveness.
4. Works collaboratively with internal team and vendors and follows established protocols
5. Is driven and able to follow requirements in scope of work to fulfill tasks accurately and on time
6. Strong oral and written communication skills
7. Develops and/or follows standard processes in document organization, document reviews, and naming conventions
8. Develops and/or manages plans, schedules, activities, and deliverables to ensure on-time delivery of assessment projects

9. Provides mentoring and training support to other team members
10. Provides formal and informal leadership within the team to develop and refine best practices and process improvement

Marketing & Communication Support:

1. Support development of assessment designs, assessment budgets, meeting logistics planning, and text related to content development for proposals in response to Request for Proposals (RFPs).
2. Prepare reports or other assessment documentation and communication pieces for a variety of audiences
3. Support marketing and outreach efforts as related to assessment development
4. Cultivate relationships with other individuals and/or organizations that support our mission
5. Assist in the development of slide decks and/or talking points for marketing and executive teams on various assessment topics

REQUIREMENTS AND EXPERIENCE:

- Bachelor's degree in education, business, educational leadership or related field
- 10+ years' experience in the educational testing industry including supporting or managing the comprehensive asset development process
- Experience with building and developing teams, implementing standard processes, and supporting quality control procedures
- Excellent written, verbal, and presentation skills
- Strong analytical thinking and structured problem-solving ability skills
- Ability to organize, prioritize, and effectively handle multiple projects simultaneously
- Strong desire to take initiative and ability to work independently as well as within teams
- Preferred location for this position is Austin, TX. Telecommuting will be considered for candidates with proven experience working remotely.
- Travel to meetings and conferences as needed