

## *Job Description*

# Product Manager

We are seeking a Product Manager to join our team. In this role, you will guide the development of new products from conception to release, ensuring they meet customer needs and align with our company goals.

**Salary Range: \$90,000-\$110,000**

[Open Architects](#) (OA) supports school districts, municipalities, and education non-profits by providing data tools and custom-built visualization dashboards to give leaders the information they need to make data-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 eighth 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 they serve, 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**

As part of a dynamic, growing startup, you will report to OA's Director of Product, collaborate closely with the design, engineering, and analyst teams, and take ownership of the product lifecycle from concept to launch. We work remotely and maintain a strong team culture through daily meetings, quarterly reviews, and an annual in-person retreat.

OA's product offering revolves around data dashboards and other web-based data tools. This role will be responsible for ensuring those data tools are relevant and helpful for our end users. Examples of projects this role would manage include:

- Enhancing an existing attendance dashboard to better serve attendance officers in schools, ensuring they have the necessary tools to monitor and manage student attendance effectively.
- Developing a new custom assessment tracking tool that allows districts to easily store assessment data within our system.
- Creating a more relevant homepage for superintendents that provides them with smaller, more digestible data insights that help them make data-driven decisions.

You will collaborate closely with stakeholders to brainstorm, sketch, and iterate on new ideas, as well as work with internal teams to bring these concepts to life. This hands-on approach ensures that our products continually evolve to meet the needs of our users, providing them with the most valuable and actionable information.

Our ideal candidate has experience in product management or management consulting with a history of successfully managing end-to-end engagements that deliver value to the project stakeholders. 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.

This role provides the candidate with an opportunity to create and shape products that hundreds of K-12 educators use on a daily basis.

## QUALIFICATIONS

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### *Required Technical Skills and Experience*

- 3+ years of product management or management consulting experience
- Proven track record of managing all aspects of a successful product throughout its lifecycle
- Comfortable interacting with clients in order to understand their needs and pain points
- Strong problem-solving skills and willingness to roll up one's sleeves to get the job done
- Skilled at working effectively with cross-functional teams in a remote environment
- Bachelor's degree required

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### *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
- Adheres to high ethical standards, especially in handling customer data
- Works effectively with diverse stakeholders including school and district leaders

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### *Other Preferred Skills and Experience*

- Willingness to work US standard business hours
- Familiarity with K12 education, EdTech, or student data
- Familiarity with data analytics

## HIRING PROCESS

1. Applications screened for qualified candidates
2. First-round interview with company leadership
3. Live hiring exercise
4. Final interview
5. Offer extended!

## TO APPLY

If you are interested in applying, please send a cover letter and resume to [careers@openarchitectsk12.com](mailto:careers@openarchitectsk12.com).