



Director of Programs and Community Engagement

About the Opportunity

826 Boston seeks a dynamic and experienced nonprofit leader to serve as the Director of Programs and Community Engagement. The Director will contribute vision, expertise, and strategy to 826 Boston's programs and growth. 826 Boston is rapidly expanding to serve more students in the Boston Public Schools through its innovative Writers' Room Program. This is an exciting opportunity to join the organization during a time of growth and play a key leadership role in driving impact.

About 826 Boston

826 Boston is a nonprofit youth writing and publishing organization located in Roxbury, Massachusetts, that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. Our high-impact programs are based on the understanding that great leaps in learning can occur with one-on-one attention, and that writing skills are fundamental to future success.

826 Boston is part of a national network of youth writing centers, founded by the award-winning author Dave Eggers, which was voted one of the top 30 companies to work for by Good Magazine. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 22,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*. In 2014, the 826 network garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States.

Responsibilities:

Strategic Leadership

- Lead team of 25 members and partner with Executive Director to shape and implement a strategic vision for 826 Boston's programming and community engagement efforts
- Collaborate with Director of Advancement to coordinate support of programmatic initiatives in collaboration with corporate partners for events such as "College Essay Boot Camp on the Road" and STEM publication projects, as well as site visits and presentations with foundations and major donors

- Provide leadership and guidance to all programming staff; directly manage one program director and three program managers
- Lead efforts to identify, plan, and coordinate full-team and individual professional development opportunities; manage team retreats
- Serve on Leadership Team and collaborate with fellow leaders to advise the Executive Director on strategic organizational decisions related to new partnerships, programming needs and opportunities, fundraising opportunities through strategic collaborations, and administration
- Work in conjunction with Finance Manager and Program Managers on the development and management of program budgets, guiding resource allocation and resource deployment
- Determine staffing plans in collaboration with Executive Director and leadership team members; participate in hiring decisions for program staff; assist in onboarding new staff within programs and across the organization

Program Effectiveness and Operations

- Strengthen the impact and effectiveness of 826 Boston's programs through effective planning, implementation, and evaluation to carry out the organization's strategic priorities
- Oversee the coordination and delivery of all 826 Boston programs; ensure that the expectations of funders, partners, participants, and other stakeholders are consistently met
- Provide program information and outcomes to the Development and Communications teams on a regular basis; promote a culture of philanthropy across the program team
- Drive data collection and reporting for program evaluation initiatives, including the P.E.A.R. Holistic Student Assessment, the National Writing Project, the Northeastern longitudinal study, Reading Running Records, and annual chapter reports to 826 National
- Oversee the 826 Boston student publishing program; support the expansion of 826 Boston's library of innovative, professionally designed collections of student-authored writing
- Oversee operational work plan development and ensure progress toward annual and strategic goals; organize and lead annual planning sessions and quarterly reporting sessions on program progress toward milestones

Community Engagement

- Identify, build, cultivate, and manage strong relationships with the Boston Public Schools, universities, and other community partners
- Oversee and develop relationships with contractors (i.e. designers, copy editors, printers) to support publishing projects and other program materials
- Represent 826 Boston publicly at relevant conferences and community meetings
- Serve as the chapter's programmatic liaison to 826 National
- Support Executive Director with administrative tasks, as needed

Qualifications:

The ideal candidate is a team player with a track record of effectively directing and evaluating programs, a steadfast commitment to improving the quality of K-12 education, a desire to work in a collaborative and inclusive culture, and a passion for youth empowerment through writing and publishing.

Skills and experiences:

- 6+ years of professional experience in a programmatic leadership or oversight role at an organization, ideally with a non-profit
- Experience in building and managing a large, diverse department/team and mentoring staff
- Exceptional relationship management and communication skills (written and oral) with a variety of stakeholders, including staff, senior management, partners, and board members
- Exceptional organizational, time, and resource management skills
- Excellent judgment and creative problem-solving skills
- Ability to work well both independently and as part of a multidisciplinary team in a fast-paced, entrepreneurial setting
- Ability to participate in open communication to build community and foster team goals inclusive of the advancement of diversity, equity, and inclusion initiatives
- Bachelor's degree in English, education, creative writing, or related field required; Master's degree or other advanced degree preferred
- Experience working in a K-12 school, education, or youth development nonprofit
- High level of intercultural competence and experience working in urban communities; proficiency in Spanish a bonus
- Strong proficiency in Microsoft Office; experience in Salesforce preferred
- Ability to travel to partner schools in Boston and 826 Boston satellite sites
- An enthusiastic belief in the 826 Boston mission

Core competencies associated with this role:

- Ensures day-to-day operations within purview are having maximum impact toward organizational strategy
- Applies a culturally competent lens to significant decisions and/or new processes
- Demonstrates highly developed awareness of how one's leadership and behaviors directly and indirectly impact others; anticipates and understands implications
- Creates a culture of professional development, continuous feedback, and mutual support among staff within purview and in collaboration with other directors
- Influences critical stakeholders including board members and funders in ways that foster desired support for the organization

Salary: Salary is competitive and commensurate with experience.

This is an exempt, full-time position that reports to the Executive Director. 826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, visit <http://www.826boston.org>.

Application Instructions

Please send a résumé, cover letter, and a 1-2 page writing sample to [hiring@826boston.org](mailto: hiring@826boston.org), with "Director of Programs and Community Engagement" in the subject line. Deadline to apply is October 22, 2018.