



Program Director Position Description

Organization Description

Breakthrough Twin Cities (BTC) prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Central High School in Saint Paul (SPC), and Chaska High School through Eastern Carver County Schools (ECC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing on their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of a School Year Coach. Students complete the program by working 1x1 with a college counselor in 11th and 12th grades, with 99% graduating from high school and getting accepted into college.

Position Description

The Program Director's primary function is to ensure all programs at Breakthrough Twin Cities are high quality, executed ethically, and meet the organization's mission. This work is done both indirectly and directly. In addition to program leadership, the Program Director works closely with members of the Support Team to ensure funding-related materials and organizational communication align with the organization's work and fairly portray our efforts. A successful candidate will have at least five years of professional experience in education, education leadership, and/or out-of-school time nonprofits demonstrating a deep commitment to educational equity and a track record of proven success. The ability to work with people from a wide range of backgrounds and a commitment to ongoing personal and organizational development is essential. An aptitude for self-guided work and leadership and an ability to conceptualize ideas and translate them into actionable efforts by a larger team are critical. The Program Director reports to the Executive Director.

Responsibilities:

- Ensure quality six-year experience for Breakthrough Twin Cities students
- Ensure student and Teaching Fellow programs are equitable and align with BTC values of Inclusion, Focus on Equity, Openness for Growth, and High Expectations and Individualized Support.
- Successfully oversee recruitment, selection, and enrollment of students, faculty, and program-related staff
- Ensure and oversee high quality case management and summer and school year programs through staff and faculty training, supervision, and support
- Ensure families of BTC students are informed and engaged in their student's involvement
- Ensure BTC student, faculty, and summer staff alumni are updated and apprised of the programmatic work at Breakthrough
- Supervise, develop, and support program staff (including College Counselors)
- Directly and indirectly maintain strong partnerships with key program partners (sites, recruitment schools, districts, etc)
- Map and document critical program processes and initiatives
- Evaluate programs and implement appropriate learnings
- Ensure program-related data is accurate and accessible
- Work with the Support Team to provide program data and mission stories for grants, grant reports, and organization communications including the websites, communications, and solicitations
- Other duties as assigned

Qualifications:

- An ongoing commitment to increasing cultural competency
- Experience supervising a wide range of individuals and personalities
- Ability to build strong connections with students, families, and young adults, and an ability to meet them where they are at, to engage them in Breakthrough's mission and their own participation in the process
- Excellent interpersonal, facilitation, and writing skills
- Self-sufficiency and exceptional organizational and time management skills, with a strong ability to follow-through on responsibilities (including self-directed work)
- Ability to be present for most program gatherings, specifically summer programming
- Competency in technology for today's workforce (Microsoft Office, Google Suite, Salesforce, web conferencing, etc) and an ability to use virtual tools to work with a team and solve problems remotely; experience with Google Classroom is a plus
- Bachelor's degree or equivalent experience

Terms of Employment

Dates/Times: This is a full-time, salaried, exempt position with benefits.

- School-Year Program
 - 40 hours/week with schedule variability based on organizational need and your preferences
 - Up to 12 Saturdays during the school year (7:00 AM – 1:00 PM)
- Summer Program Preparation and Execution (mid-March to early August)
 - Extended hours will average 10-15 hours/week
 - Occasional Evening Hours & One All-Day Saturday Event

Work Location: During the pandemic, staff have completed the majority of their work at home. For the time being, working in the office is also available but is dependent on the changing conditions. When the pandemic subsides, we expect most of the work to resume at our headquarters at Mounds Park Academy (2051 Larpenteur Ave E, St. Paul) with occasional school visits, recruitment sessions, and programs in the Saint Paul and Chaska areas. Access to a car or reliable transportation will be required when in-person efforts resume.

Compensation:

- Salary range of \$70,000 – \$75,000
- Medical, dental, and vision benefits
- 401k contributions matched up to 1% of salary
- Annual bonus opportunity
- Mileage reimbursement for work-related travel in the metro
- Free parking when at headquarters
- Free lunches when at headquarters during the school year

How to Apply

To apply, please send an email including a cover letter, resume, and three references to **apply@breakthroughwincities.org** with the subject line: "Program Director."

Priority deadline is October 8th 2020. Applications accepted until the position is filled.

Please direct all questions to apply@breakthroughwincities.org.