

POSITION ANNOUNCEMENT

Title: Project Manager, Influence Strategy
Office: Boston
Location: Boston, MA

POSITION OVERVIEW:

Year Up is excited to announce the opening of a new role – Project Manager, Influence Strategy – to enhance Year Up’s systems change initiative. Reporting directly to the Executive Director, this person will be responsible for managing a range of projects and activities – including several public events – designed to deepen Year Up’s impact on the Opportunity Divide in Greater Boston and Massachusetts. Externally, the Project Manager will ensure strong management of the organization’s relationships with influence stakeholders (i.e. thought leaders, policymakers, coalitions, etc.) across the city and collaboratively design strategies for mobilizing Year Up constituents to participate in systems change activities. Internally, s/he will serve as an ambassador for Year Up’s systems change agenda and work with program staff to more fully integrate an understanding of YU’s influence strategy into the core program. The ideal candidate is creative, flexible, and a quick, iterative learner who is confident “managing up” to senior leaders and external consultants alike and enthusiastic about the opportunity to deepen Year Up’s impact on the Opportunity Divide.

INFLUENCE STRATEGY:

As an organization, we have committed to augment our successful direct service model with a broader influence strategy to maximize social impact. Our theory of change is predicated on leveraging our direct programmatic work to influence the underlying systemic causes of the nation’s ‘disconnected’ youth crisis. In doing this, Year Up is focused on working with at least four of the systemic factors that contribute to this Opportunity Divide: inadequate national postsecondary completion rates, insufficient employer engagement and outdated public policy, perception of urban young adults as social liabilities vs. assets, and accountability for market-relevant outcomes.

Over the past several years, Year Up’s efforts have resulted in meaningful achievements, including successfully promoting a federal tax credit for employers who provide internships and job opportunities for disconnected young adults and the creation of a U.S. Department of Labor “innovation fund” to expand proven models. Moving forward, our strategy calls for complementing this nationally-focused effort with systems change work at the local level, where each Year Up site maintains a strong civic network. As the largest and oldest site, Year Up Boston will take a lead role in shaping this “metro level” influence strategy.

KEY RESPONSIBILITIES:

- Serve as primary owner of the annual workplan and budget for Year Up Boston’s influence strategy – ensuring that key activities are on track, providing regular status updates for various projects, and proposing adjustments where necessary
- Participate in ongoing discussions about the evolution of Year Up’s influence strategy – both nationally and in Boston
- Lead planning and implementation of annual events for policy advocacy and perception change (i.e. Walk for Opportunity, Capitol Hill Day, and Beacon Hill Day), as well as one-time opportunities (i.e. testimony for a key bill on workforce reform)
- Work collaboratively with other departments at Year Up to support the design and launch of organizing efforts that engage Year Up constituents (employers, alumni, community partners) to participate in systems change activities
- Steward and strengthen relationships with key influence stakeholders (i.e. thought leaders, policymakers, coalitions, etc.) – both directly and by staffing the Executive Director to play this role – and create a framework for tracking these activities
- Serve as liaison for external influence strategy consultants (i.e. researchers, lobbyists, media), tracking the status of key deliverables and mobilizing internal resources and decision-making in order to move the scope of work forward
- Proactively share influence work across the organization, championing big ideas while hearing, accepting, and incorporating feedback from other Year Up Boston teammates
- Collaborate with program staff to identify areas for integrating influence activities into the core program (i.e. a class session on social movements, a voter registration drive)
- Collaborate with Year Up’s national Influence Strategy team, as needed, to ensure knowledge sharing and coordination
- Be an active member of a Learning Community: serve as an advisor to 2-4 students per class cycle, plan and facilitate interactive group exercises, deliver core elements of the program as needed

QUALIFICATIONS:

- Demonstrated passion for working with urban young adults, an unshakable belief in their potential, an understanding of the Opportunity Divide and its drivers, and a commitment to the mission of Year Up
- 2-5 years overall work experience
- Stellar project management skills with demonstrated experience managing multiple projects from concept through completion, delivering work on time at expected quality levels, even within tight timeframes

- Interest in and (preferred) experience with systems change activities (i.e. campaign organizing, advocacy and coalition building, media, and public relations).
- Ability to synthesize complicated language and deliver the concepts in a manner that makes it easy for an audience to understand and access
- Strong communication skills, with experience working with and presenting to senior leaders
- Experience working with diverse teams, embracing and engaging diverse groups of people and an understanding of the importance of cultural competency in these interactions

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to close the Opportunity Divide by providing urban young adults with the skills, experiences and support that will empower them to reach their potential through professional careers and higher education. Year Up recognizes that the Opportunity Divide—specifically, historical barriers to education and professional work—is driven by race, ethnicity, national origin and socio-economic status. Year Up seeks to close the divide by setting high expectations and providing high support for our young adults.

Through a one-year intensive training program, Year Up provides urban young adults ages 18-24 with a unique combination of hands-on technical and professional skills, college credit, and corporate internships. Year Up lives by and adheres to a core set of values that reflects an unshakable belief in the talent and full potential of our young adults. With a \$40 million operating budget, Year Up will serve more than 1,400 students in 2011 across eight sites in Atlanta, Baltimore (community college pilot program), Boston, Chicago, New York City, Providence, San Francisco, Seattle and Washington, D.C. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students we serve by 56%.

Year Up has the distinction of being rated one of the Top 10 non-profits in the nation by *U.S. News and World Report*, one of the 50 best nonprofits to work for by the *NonProfit Times*, and one of the best non-profits to work for by Opportunity Knocks. Other awards include *Fast Company Magazine's* Social Capitalist Award for innovative business model and social impact in 2005, 2007, and 2008. In 2009, the Harvard Business School published a case study on Year Up's origins and success.

Please visit www.youtube.com/yearupinc to hear Founder and CEO, Gerald Chertavian share his motivation for starting Year Up.

TO APPLY:

Please submit a thoughtful cover letter and resume through our website:

<http://tbe.taleo.net/NA8/ats/careers/requisition.jsp?org=YEARUP&cws=1&rid=256>

