

POSITION ANNOUNCEMENT

Title: Senior Director of Program
Office: Boston
Location: Boston, MA

POSITION OVERVIEW:

Reporting to the Executive Director, the Senior Director of Program will lead the delivery of all program activities at Year Up Boston, a flagship site within the organization's nationwide network. S/he will draw upon personal experiences with programmatic leadership to work through a team of leaders to achieve high-quality outcomes for the young adults we serve – currently 300+ students per year across four Learning Communities. As the “general manager” of Year Up's core program, the Senior Director of Program fosters collaboration across the various programmatic functions (admissions, student services, academics, advising & community-building, volunteer services, internships, and job placement) to ensure that activities are aligned and on track within the annual program cycle. As direction-setter, the Senior Director of Program uses both data and real-time input from staff in order to identify and act on key opportunities for continuous improvement, with a goal of increasing program quality, scalability, and sustainability. As a servant leader, the Senior Director of Program provides coaching for other program leaders as they manage their teams, and takes responsibility for maintaining and strengthening the capacity of Year Up Boston staff to deliver the program effectively. Finally, as a member of Year Up Boston's senior leadership team, the Senior Director of Program plays an active role in shaping organizational strategy, contributing to site-wide and cross-site initiatives, and promoting a healthy team culture.

KEY RESPONSIBILITIES:

Program Leadership

Lead planning, development, coordination, implementation, and evaluation of all program activities:

- Achieve key program outcomes including goals for student performance, retention, satisfaction, and post-graduation success
- Collaboratively identify priorities for improvement with program staff, develop appropriate project plans, and manage implementation. Priorities currently identified for 2012/2013 include:
 - Deepening professional development for faculty
 - Launching new college partnership
 - Planning & implementing external impact evaluation
 - Enhancing job placement services
- Oversee the smooth functioning of the core program cycle, using data to determine “on track” status and supporting functional leaders to make adjustments where necessary
- Facilitate weekly program leadership meeting as a forum for alignment and collaboration
- Collaborate with functional leaders to develop an annual budget for programmatic activities and oversee expenses

Team Management

Manage a team of approximately 30 program staff via 4 direct reports (Directors of Academics, Admissions, Learning Community Management, and Student Services)

- Provide specific guidance in areas of professional responsibilities, direction-setting and workplanning, time & resource allocation, and performance management
- Recruit, supervise, evaluate, develop, and retain talented program team members, using Year Up's career development framework
- Identify needs for and ensure quality delivery of professional development opportunities for program staff in order to strengthen the team's capacity to deliver the core program

Site-Wide and Cross-Site Leadership

- Serve as an active member of Boston's senior leadership team, working collaboratively to support high performance and alignment in all site activities and playing an active role in strategic planning
- Support, build, and share best practices for positive student outcomes within Year Up Boston and across Year Up sites.
- Work closely with a national cross-site team in shaping and implementing national programmatic goals and building capacity for enhancements based on Year Up's 2012-2016 strategy (e.g., Student Outcomes).
- Be ready for and comfortable with ambiguity, change, and evolving priorities – all common characteristics of Year Up's high-growth setting.
- As a leader, some critical shared responsibilities include:
 - Consistently approaching challenges and opportunities with a solutions-focused mindset
 - Balancing the needs of individual functions and team members with those of the broader organization
 - Frequently illustrating connections between day-to-day work and Year Up's mission, strategy, and impact
 - Giving and receiving real-time feedback to and from teammates across the organization
 - Proactively seeking opportunities to role model and promote Year Up's values, as well as coach other staff
- Be an active member of a Learning Community: serve as an advisor to 2-4 students per 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
- 10+ years overall work experience
- 5-7 years relevant management experience in a growing nonprofit including supervision of at least two direct reports and (preferred) experience managing other leaders
- Youth development experience in an urban setting required; teaching, academic management, and/or workforce development experience preferred.
- An engaging leadership style with a demonstrated use of collaborative/servant leadership style to manage individuals and direct the overall vision of team
- Sound judgment, maturity, flexibility and the ability to handle sensitive and confidential information with discretion
- Stellar project management skills with an ability to organize and develop processes to ensure deadlines are met and goals achieved
- Ability to coach at all levels and a high comfort level in having one-on-one coaching conversations with staff and students alike
- Commitment to building diverse teams and strengthening an organization's cultural competency
- Proficiency with Microsoft Office applications especially Word, Excel, Outlook and PowerPoint, and tools for managing/analyzing program data (Salesforce.com preferred)
- Bachelor's degree required; advanced degree preferred

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;jsessionid=EDA59F3D6ADCA2052C96DDC9A181FEB4.NA8_primary_jvm?org=YEARUP&cws=1&rid=255

