



Director of People Operations

ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013 and a third site in Somerville in 2018. As an independent 501c3 nonprofit, Breakthrough Greater Boston is part of The Breakthrough Collaborative, a national educational movement working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. Our team is diverse, high-performing and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way. We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

THE OPPORTUNITY

Breakthrough Greater Boston is currently seeking a highly motivated and talented Director of People Operations (DPO) to lead effective recruiting, coordinating professional development and learning, and supporting the employee experience. The Director of People is a new role in the organization with a primary focus of being responsible for recruitment, people operations, and professional learning and teacher training. The DPO is responsible for ensuring that our culture and systems adapt and improve as the organization continues to evolve. The DPO will work closely with the Leadership Team to develop and drive forward people strategy. The DPO reports directly to the Senior Director of Operations, is part of a three-person operations team, and works closely with the Leadership Team and all staff.

YOUR CONTRIBUTION

In this exciting role you will be responsible for a variety of critical responsibilities including:

Recruitment

- Develop recruitment strategies for full-time positions, seasonal roles to support programming across all departments and campuses, and volunteers
- Build relationships and cultivate partnerships with colleges, universities, and other community-based organizations to support recruitment efforts
- Communicate with hiring managers about recruitment and pivot strategy as necessary
- Represent the organization at recruitment and networking events including career fairs and conferences

People Operations

- Foster an inclusive and positive staff culture that aligns with Breakthrough Greater Boston's core values
- Coordinate and lead in full staff spaces including bi-weekly staff meetings, weekly organizational check-ins, and quarterly retreats
- Maintain data related to people analytics, including from organizational feedback surveys, and present data and findings to Leadership Team
- Oversee organizational working groups and committees within the organization, including but not limited to DEI working group and staff culture committee
- Develop and ensure proactive and effective internal communication systems across the organization

Professional Development and Teacher Training

- Oversee professional development of full-time staff including maintaining a resource guide of professional development opportunities, tracking trainings, and managing budgets related to professional development
- Partner with the Leadership Team on discretionary spending of Professional Development Fund (funds to be used beyond each employee's annual allotment)
- Train supervisors and ensure execution of 70-20-10 development plans for all full-time staff
- Serve as project manager for the curation of Orientation Week and seasonal teacher fellow training across all programs and campuses
- Manage the Instructional Coach program

YOUR BACKGROUND AND QUALIFICATIONS

As the incoming Director of Operations, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- Four years of experience with operations management, people management, or nonprofit administration with significant experience in project management or recruitment preferably in a school or education setting

- An unwavering commitment to equity, in deepening your personal understanding and in advancing our collective work
- Outstanding interpersonal and communication skills with students, families and educators
- Superior organization and project management skills
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment and handle high-pressure situations
- Exceptional written and verbal communication skills with the ability to interact effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Prior experience with Breakthrough model highly desirable; familiarity with partner schools or districts a plus
- Flexibility that allows for periodic work on Saturdays and evenings
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish, Portuguese, Haitian Creole, Amharic, Somali, Arabic, Bengali, Hindi, Tigrinya or Urdu
- Bachelor's degree

COMPENSATION

Breakthrough Greater Boston offers a competitive compensation package and is deeply committed to pay equity and transparency. The salary range for this position is **\$69,257.38-93,702.02**; Breakthrough Greater Boston makes an offer based on relevant years of experience and does not negotiate salaries.

HOW TO JOIN OUR TEAM

If you are interested in learning more about how your passion and experience can help Breakthrough meet its mission and grow its impact, please submit your resume and a **thoughtful and targeted cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Applications can be submitted to Paola Martin, Senior Director of Operations, at jobs@btgbmail.org.