

## Deputy Director Position Description

### **Overview of Boston After School & Beyond**

Boston After School & Beyond (BASB) is a nonprofit intermediary founded in 2005 that connects school, after school, and summer learning so that young people can develop to their full potential. A local organization with a national reputation, BASB catalyzes partnerships among the City of Boston, the Boston Public Schools, local and national funders, researchers, and over 150 programs to test new ideas and bring successful approaches to scale. BASB's efforts reached 15,000 students in 2016.

Young people need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school—particularly in high performing after-school and summer programs—represents an opportunity for youth to develop and practice these skills, expand social networks, and build background knowledge.

BASB's role is to design, build, and support a citywide learning system that draws on the strengths of Boston's rich and diverse array of programs, in concert with schools, in order to maximize the time spent outside of school. By working with BASB, programs pursue common goals, implement shared measurement, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

BASB's approach has taken root in the city, informing new innovations and reaching scale. In recent years, BASB and its partners devised an innovative, nationally recognized approach to summer learning that is proven to get results. Mayor Martin J. Walsh and Superintendent Tommy Chang declared summer learning a citywide priority, setting a goal to reach 10,000 youth in 100 programs. Related efforts are underway to enhance how schools and their partners stimulate social-emotional learning; develop new pathways for teenagers to earn credit outside of school; and embed hands-on STEM practices in programs. BASB also has begun to explore how mini credentials can meaningfully represent skills learned in and out of school. A robust measurement system drives improvement across these initiatives.

BASB maintains a lean and productive staff structure. In recent years, BASB has had eight full-time staff and a budget averaging \$3.5 million, with approximately 90% of expenses directed to programs -- a combination of personnel, grants to programs, and contracts for evaluation and professional development to support programs.

For more information on Boston After School & Beyond, please visit [www.bostonbeyond.org](http://www.bostonbeyond.org).

## **The Deputy Director Position**

In 2016, BASB developed a Plan for Growth and Sustainability through a strategic planning process. The new Deputy Director position, whose purpose and responsibilities are described below, will be instrumental in implementing this plan.

The Deputy Director will play a dual role in close collaboration with the Executive Director: (1) lead local and national development and partnership building efforts and (2) provide internal management and operational support to a high-capacity staff.

### **Responsibilities**

#### **Development and Partnership Building**

BASB has been dependent upon a core set of funders for a substantial amount of its revenue. BASB plans to continue to generate support from these funders while expanding its reach to other funders. It also plans to advocate for public resources and policy to support the sector as a whole. The Deputy Director will lead efforts to:

- Identify public and private revenue sources to advance BASB's mission.
- Develop a strategy and work plan for engaging new funders, primarily local and national foundations and family foundations, but also corporate foundations and other sources of private revenue as appropriate.
- Devise and execute strategies to pursue short- and long-term funding opportunities.
- Maintain relationships with current funders.
- Build relationships with prospective funders in order to learn how BASB's agenda aligns with their priorities.
- Manage grant proposal and reporting processes with staff and consultants.
- Work with the Executive Director to inform public funding and policy at the local, state, and federal levels.
- Occasional travel to national meetings and conferences.

#### **Management and Operations**

BASB's network has nearly doubled over the past 18 months, which has created greater demand for its services and tested the capacity of staff and contractors. The Deputy Director will provide management and operational support to enhance planning and coordination among staff, contractors, funders, and grantees. The Deputy Director will:

- Define and develop standard organizational practices and processes to align initiatives and evaluate progress against goals.
- Lead goal-setting and budgeting for program directors and team-building among staff.

- Support program directors on a regular basis and assist the Executive Director in annual performance evaluations.
- Streamline work flow, identifying areas of redundancy and gaps in staff responsibility.
- Streamline contracts and grants on both the revenue and expense sides of the budget.
- Develop, improve, and use internal systems and databases to support management and operations.
- Identify new areas of work to pursue.

### Required Skills

The Deputy Director should be skilled and experienced at both strategy and operations. BASB seeks the following skills and characteristics in a Deputy Director:

- **Judgement and perspective.** Understands context, is perceptive, prioritizes work against short- and long-term objectives, and anticipates the implications of actions on stakeholders. Knows when a situation calls for patience or urgency, and is politically savvy.
- **Project Management.** Devises and applies processes in order to meet objectives.
- **Initiative and perseverance.** Puts ideas into action and navigates obstacles with an orientation toward results.
- **Collaboration.** Develops strong relationships internally and externally, drawing on the input of others, in order to accomplish goals.
- **Critical and Analytical Thinking.** Develops and considers multiple options and solutions, considering their impact on the organization's objectives.
- **Communication.** Communicates in a clear, compelling, and persuasive manner, both in person and in writing.
- **Flexibility and Adaptability.** Operates effectively through uncertainty and is able to pivot on priorities when necessary.

### Additional Requirements

- Minimum 10 years' professional experience with demonstrated increased responsibility.
- Track record of measurable results.
- Demonstrated ability to formulate and execute strategies to completion.
- Record of success in fundraising and developing productive partnerships.
- Staff management and operations experience.
- Project management and team-building experience.
- Bachelor's degree required, Master's preferred.
- Familiarity with education, youth development, philanthropy, and public policy a plus.

### **Application instructions**

Applications will be reviewed on a rolling basis. Please send a resume and cover letter to [jobs@bostonbeyond.org](mailto:jobs@bostonbeyond.org), with Deputy Director in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job.

Boston After School & Beyond is an Equal Opportunity Employer.