

Position title: Executive Director, Horizons Greater Boston

Organization Overview

Horizons Greater Boston is a regional partnership model supporting community-centered education programs located at several schools and serving many communities in the Greater Boston area. It is modeled after the national Horizons Student Enrichment Program that is designed to promote educational equity by providing out of school opportunities. The Horizons program begins in prekindergarten and serves its students through high school, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides direct, individualized academic support and tutoring to its students throughout the year. Horizons is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, leadership development and self-efficacy.

The Horizons program at the Mattahunt Elementary School is a site of Horizons Greater Boston and operates in partnership with Boston Public Schools (BPS). Horizons at Mattahunt currently serves approximately 160 students from prekindergarten through fifth grade and will continue to grow, serving students into high school. For more information about Horizons, please visit www.horizonsgreaterboston.org.

Position Summary

The Executive Director of Horizons Greater Boston will lead Horizons at Mattahunt's continued growth and success through effective partnership with a variety of stakeholders, including Horizons students and families, staff, Board, and donors; The Mattahunt Elementary School administrative leadership and broader community; The Mattahunt Toussaint L-Overture Dual Language program; Boston Public Schools; and Horizons National. The Executive Director will oversee all aspects of Horizons' activities and operations, including: ensuring the quality of all programming; hiring and supervising a team of staff; managing an annual budget in excess of \$300,000; and broadening Horizons' base of support through effective fundraising and marketing initiatives. This is an exciting opportunity for a dynamic nonprofit or education professional to join and lead an exceptional program that is committed to closing the opportunity and achievement gaps for students in Greater Boston. The Executive Director will benefit from Horizons' strong community of support, including talented staff, committed families, an experienced Board and the Horizons nationwide network of affiliates.

Key Responsibilities

Program Leadership

- Oversee student recruitment and retention activities related to both summer and academic year programming, interacting with school principals, teachers, guidance counselors, and parents as necessary
- Lead the various aspects of the summer program, including:
 - Recruiting and supervising teachers, paraprofessionals, and enrichment instructors, working across this team to oversee curriculum, goals, and daily schedules
 - Coordinating volunteers
 - Planning off-campus trips and on-campus enrichment programming
 - Coordinating with BPS central offices for use of pool and other facilities
 - Ensuring compliance with state licensing requirements
- Steward growth at the Mattahunt site that currently serves grades preK-5, to serve students through middle school (grades preK-8)
- Partner with Mattahunt Toussaint L-Overture Dual Language program in areas related to summer programming
- During the academic year manage the afterschool enrichment program

Organizational Leadership

- Partner with the Horizons Greater Boston Board, providing leadership and support to Board members and committees with a primary focus on the Mattahunt site and potential opportunities for growth to additional sites

- Prepare and monitor the program's annual budget using QuickBooks (training available)
- Oversee the preparation and submission of evaluation information necessary for internal and national reports
- Collaborate with the other two affiliates in the region, Horizons at Dedham Country Day and Horizons at Lexington Montessori, to identify, share and replicate best practices

Development and Marketing

- Execute actions required to raise a budget of \$300,000 that will grow to a budget of \$650,000. Actions will include grant writing and reporting, annual giving and events
- Serve as the face of Horizons, stewarding relationships with donors and participating in networking and speaking opportunities in order to raise awareness of Horizons throughout Greater Boston
- Lead ongoing work to identify and cultivate new sources of funding
- Collaborate with the Board on fundraising strategy and provide support for fundraising events
- Ensure effective gift recording and acknowledgement
- Coordinate public relations activities and materials in order to strengthen relationships with the broader Greater Boston community

Qualifications

- Demonstrated success in leadership roles in a nonprofit setting, preferably in an organization with a focus on education, children, youth, or families
- Strong interpersonal skills, dynamic personality, and demonstrated ability to build and sustain positive and respectful relationships, with a sense of cultural competency and experience with working with a diverse range of stakeholders
- Passionate commitment to ensuring success for all students
- Track record of success in program administration, including responsibility for budget and staff management
- Direct experience leading fundraising activities, including fundraising, in-person events or a large fundraising event
- High degree of initiative, with the ability to work independently while maintaining high levels of accountability
- Good organizational and project management skills, with the ability to balance multiple priorities
- Strong speaking, writing, and computer skills
- Access to reliable transportation and ability to travel to board meetings and other meetings and in-person events in the Greater Boston area not located on public transportation

Working Environment and Salary/Benefits

- September-mid June most work can be done remotely with some in-person meetings. Mid June-mid August will be in person at the school.
- A full time position with annual compensation commensurate with experience, in the range of \$70,000 to \$90,000
- Benefits include medical and dental insurance, 401K, paid time off and holidays

Horizons Greater Boston is committed to its work as an anti-racist organization. One critical element of that commitment is building and empowering a staff that reflects the students and families we serve. We strongly encourage applications from candidates whose experiences share important points of intersection with those of our students.

Horizons Greater Boston is an equal opportunity employer and does not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, or gender identity. People of color, LGBTQ individuals, and members of other minority and marginalized groups are strongly encouraged to apply.

To Apply

Please upload a resume and thoughtful cover letter both in PDF and Word format, addressed to the Search Committee at admin@horizonsgreaterboston.org, describing how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity.