



Executive Director Job Description

Founded in 2008 at the Noble and Greenough School, Achieve is a tuition-free summer and academic year educational program for middle school students from Boston. Achieve partners with families to empower motivated students from underserved communities to close the opportunity gap through transformative academic and enrichment experiences, enduring mentoring relationships, and inspiring confidence, learning, and joy.

Achieve seeks to increase students' academic skills, motivation, and self-confidence and put them on the path to college. Achieve's approach is strongly data-driven to ensure we are meeting our goals yet is simultaneously a warm, playful, and safe environment for all students. The program serves roughly 90 students in rising grades seven through nine. Tightly rooted in Nobles' mission of leadership for the public good, Achieve is an important part of the Nobles community and is uniquely positioned due to its healthy endowment and annual fundraising success. The successful candidate will enjoy being part of the larger Nobles community by connecting and engaging, both formally and informally, with students and faculty during the school year.

Job Responsibilities

Program development and implementation:

- Lead the Achieve team to develop full academic and social/emotional curriculum and programming for the six-week summer session and Saturday sessions during the school year including:
 - Curriculum development, teacher support, and evaluation
 - Scheduling, logistics, and operations
 - Building culture among staff and students
 - Family outreach support
 - Envisioning, developing, and implementing program-wide policies
- Hire, onboard and supervise summer staff including classroom teachers and teaching assistants.
- Provide inspiration for, and articulate the vision of the program to various Achieve constituencies, including students, faculty and staff, parents, graduates, and Board members.
- Foster a positive organizational culture among all constituencies.
- Oversee twice-monthly Saturday sessions utilizing staff and volunteers to create student-centered programming and support of Achieve graduates.
- Collaborate with Achieve staff to develop staff and student orientations.
- Create strategic recruitment initiatives through partnership with Boston Public Schools and align Achieve's programs with BPS priorities.
- Manage, supervise, and evaluate Achieve staff.
- Oversee extensive high school placement and graduate services programming.
- Select and train Nobles students who serve as Achieve tutors during Saturday sessions.
- Develop and manage an operational budget of approximately \$485,000.
- Oversee program evaluation through ongoing research, analysis, and best practices.

External relations, development, and board management:

- Plan and execute Achieve Board Meetings (4-6 yearly.)
- Develop and manage relationships with current Board members, steward the Executive and Development Committees, and support the Young Professionals Board.
- Work with the Nobles Board on recruitment and stewardship of new Achieve Board members.
- In collaboration with the Chief Advancement Officer of Nobles and the Achieve Development Associate, establish and implement a robust development strategy including management and growth of the Achieve Annual Fund.
- Cultivate and build relationships with current donors through meetings, correspondence, telephone calls, and other forms of outreach. Cultivate and build relationships with Boston After School and Beyond, Boston Public Schools, and other community partners to help advance the mission of Achieve.
- Collaborate with the National Partnership for Educational Access in order to maintain a presence for Achieve and to be aware of trends in summer learning.
- Work to identify, write, and revise foundation grants.
- Coordinate with the Achieve Program Development Officer and Nobles Communication team on marketing efforts: newsletters, brochures, annual reports, and other materials.
- Collaborate with the Nobles CFO to create the Achieve budget and oversee Achieve spending.
- Work with the Board to develop and implement a strategic vision for the future of Achieve.

Qualifications:

- Bachelor's degree. Advanced degree and/or equivalent experience in a related field preferred.
- Success leading and working in a diverse environment, particularly with young people from under-resourced communities.
- Demonstrated experience in managing and inspiring teams of faculty, staff, and volunteers.
- Strong interpersonal skills for communicating effectively with students, families, staff, community partners, and school administrators.
- Effective administration skills, including operational and fiscal experience.
- Experience with fundraising and independent education is preferred.

Founded by George Washington Copp Noble in 1866, Noble and Greenough School is a co-educational, non-sectarian, rigorous academic community dedicated to motivating and inspiring students to achieve their highest potential and to lead lives characterized by service to others. Nobles is committed to creating a learning environment that represents a diversity of race, gender, sexual orientation, religion, ethnicity, national origin, background, experience, and perspective. Doing so is intrinsic to our mission and improves the educational experience for all.

To apply:

Please email a resume and thoughtful cover letter outlining how your skills, interests and experience meet the qualifications of the position (in PDF format) addressed to the Search Committee at ben_snyder@nobles.edu.

To learn more about Achieve: Visit www.theachievetheprogram.org

People of color, people with disabilities, members of the LGBTQ community, religious minorities, and members of other historically underrepresented groups are encouraged to apply.