



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Director, Pathways to Postsecondary Success to complete our online application process.

Job Description

Title: Director, Pathways to Postsecondary Success

Department: Program

Reports To: Associate Vice President, Program

FLSA Classification: Exempt **FTE:** 1

Supervises: None

Hybrid Schedule (subject to change) : In office 2 days a week, usually Tuesday and Thursday. Remote usually Monday, Wednesday, and Friday. This schedule may vary due to scheduled meetings and events.

Position Budgeted : \$120,000.00 to \$130,000.00

Position Summary:

As a key partner to the Associate Vice President, the Director, Pathways to Postsecondary Success drives development, implementation, and evaluation of the Boston Foundation’s (TBF) strategies to build education and economic opportunities for young people and communities in Greater Boston, particularly related to postsecondary education and career building. The Director advances these goals through leading a variety of activities, including civic leadership, coalition-building, convening, grantmaking, policy advocacy, and research. The Director must have deep experience with, knowledge of, and interest in advancing the local ecosystem of high school and postsecondary pathways leading to high-value credentials and successful career entry.

Essential Functions:

- Lead the design, implementation, and evaluation of goals and strategies for the Pathways to Postsecondary Success focus area of the Foundation’s Building Economic Opportunity pathway;
- Cultivate and manage positive, trusting relationships and partnerships with community leaders, nonprofit organizations, local higher education institutions, and Boston Public

Schools to ensure collective efforts are aligned, productive, and mutually reinforcing. Serve as a resource, connector, and trusted advisor for partners and allies;

- Leverage stakeholder relationships, community input, and research to influence systems change and advance relevant public policy priorities, initiatives, and models;
- Solicit and shepherd grant proposals to support the advancement of aligned efforts. Conduct grant proposal reviews, due diligence, and recommendation setting. Proactively maintain communications with active grant partners;
- Plan and coordinate regular forums and convenings of key networks of external partners, including nonprofit leaders, district, and higher education colleagues, researchers, funders, and others;
- Initiate and oversee related research projects;
- Advance thought leadership in the field by producing articles, blog posts, and other storytelling pieces on the Boston Foundation's strategies, key issues facing the community, and the work of partners, for external distribution;
- Collaborate with the Boston Foundation colleagues across departments (Development & Donor Services, Communications, Events, Public Affairs, etc.) to advance pathway, departmental, and overall institutional strategies and goals;
- Lead special projects and participate in various other Programs Department activities as needed; and
- Develop written internal materials to support program work, as needed, including policy memos, grants due diligence, reports, and budgets for Postsecondary Pathways activities, projects, and developments.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:

- Bachelor's degree or relevant equivalent experience required; and
- 10+ years of relevant working experience, in increasing positions of leadership, related to postsecondary and/or career access and success. This may include philanthropy, nonprofit management, K-12 or higher education, community engagement, and other.

Skills, Abilities, Competencies:

- Seasoned leadership with experience in strategy development and implementation, and demonstrated understanding of the nonprofit sector in terms of management, finances, and impact assessment;
- Grantmaking experience is a plus but not required;
- Thorough understanding of opportunities and challenges facing young people in Boston and its neighborhoods, particularly in terms of accessing postsecondary training and career-building resources and supports;
- Deep familiarity with key issues and recent developments in secondary and postsecondary education; familiarity and interest in place-based models and initiatives preferred;
- Specific knowledge of and interest in the local postsecondary education and career-building landscape, including education nonprofits and community institutions, in Greater Boston;

- Experience and skill in developing authentic relationships and working with a range of diverse stakeholders to forge collective agendas, including skills of influence, persuasion, consensus-building, and deep listening;
- A resourceful self-starter with strong problem-solving skills;
- Able to organize and manage complex projects and deliver on multiple, simultaneous assignments. Detail oriented and able to juggle multiple deadlines;
- Demonstrated skills in planning, organizing, and implementing complex activities, such as research partnerships, large-scale convenings, or network management;
- Collaborative work style and ability to lead, coordinate, and/or work as part of a team;
- Mature interpersonal style, able to receive constructive feedback and interact well with a diverse range of people;
- Excellent written and verbal communication and presentation skills; and
- Strong computer skills including the ability to use Microsoft Office Word, Excel, and Power Point and the ability to learn new programs.

Working Conditions & Physical Demands:

- Ability to work on-site and remotely as required;
- Ability to work at workstation for long periods of time; and
- Ability to use a computer keyboard for long periods of time.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.

06.2024