



**POSITION:**

Program Director, New England

**ABOUT THE ORGANIZATION:**

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented or denied access to college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, we have grown to serve approximately 9,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$4 million budget and a staff of 30, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to significantly increase the number of students served over the next three years; we are simultaneously focused on increasing the revenues and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at five times the national average for students from low-income backgrounds.

**ABOUT THE POSITION:**

Reporting to the Executive Director and supervising a team of Program Managers, the Program Director, New England is responsible for the high-quality implementation and growth of Let's Get Ready's near-peer based Access and Success programs in the New England region through people management and partnership development. The Program Director is a member of the Extended Leadership Team, and coordinates and aligns with the Chief Program Officer, members of the National Program Team, and peers to effectively implement, assess, and refine our model.

Let's Get Ready New England currently serves students over a six-year period, working in a variety of communities from Lewiston, Maine to Greater Boston to Western Massachusetts. The Program Director is a tremendous opportunity for a highly-motivated and innovative leader to play a major role in growing Let's Get Ready's impact.

**Responsibilities**

The Program Director is responsible for the strategic development, management, and expansion of College Access and Success programs in New England through:

**Staff Management**

- Lead, motivate, and retain a highly-effective team of full-time staff in Boston and Maine.
- Guide team to achieve increases in enrollment, attendance, retention, engagement, and impact.
- Serve as a positive leader and culture builder of the team, helping members to focus relentlessly on outcomes and quality, and to see challenges in a solutions-based way.
- Provide ongoing feedback to promote team members' development and use performance evaluations to identify key growth and support areas.

## **Performance Management**

- Oversee collection and reporting of data to analyze and address program effectiveness and challenges, improve performance, and drive future programming.
- Oversee the implementation of an Access program that meets or exceeds quality benchmarks for SAT and college knowledge gains, and a Success program that meets engagement and persistence benchmarks.
- Observe program in action through regularly scheduled site visits and, using nationally-developed tools and applying youth development best practices, evaluate quality and provide actionable feedback for improvement.
- Ensure all organizational standards related to risk, data security, and student safety are met.

## **Partnership Management and Development**

- Develop a referral network of high school and community-based partners, post-secondary training programs, community colleges and four-year institutions to meet student needs in conjunction with and beyond LGR's programming.
- Serve as the key liaison with administrators at high school, college and community partners, managing all aspects of the planning, execution and evaluation of site performance.
- Collaborate with the Executive Director to identify and cultivate senior district level and college leaders in order to ensure Let's Get Ready has the support and resources it needs for its growth and success at each site and in each community.

## **Development**

- Serve as external regional program representative with funding partners as appropriate, and manage programming to complete benchmarks set in certain grant funded projects.
- Support Regional and National fundraising efforts by contributing to grant proposals, participating in cultivation meetings and site visits, and providing reporting data and context as needed.
- Support Executive Director as needed in maintaining effective New England Advisory Board and Maine Leadership Council.

## **Strategic Planning**

- Provide key voice in developing growth strategy, budgetary needs, and staffing structure for program implementation.

## **Organization Leadership**

- Serve as key member of the Extended Leadership Team working to help develop organizational culture, progress toward strategic plans, and strong cross-regional and departmental communication.
- Perform other functions as needed.

## **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- A genuine passion for and commitment to Let's Get Ready's mission.
- Belief that a diverse and inclusive environment will produce the most impact for our students; an ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints.
- A minimum of 7 years of experience in a mission-driven youth services, college access or success and/or related non-profit serving historically underserved populations, with at least 3 years of experience as a staff manager.
- Demonstrated skill and experience required to develop and maintain high-impact partnerships with schools, districts, colleges and/or communities effectively.
- Skilled in use of data and technology to drive decision-making, improve operational processes and assess program quality.
- Experience with high-volume student or employee recruitment preferred.

- Deep knowledge of the issues impacting college access and success, current landscape, best practices and research.
- Excellent performance management and leadership skills with an ability to provide clear direction and hold staff accountable for ambitious, attainable goals, while supporting ongoing professional development.
- Deep commitment to equity, diversity and inclusion and aligned in thought and action with [Let's Get Ready's Values and Behaviors](#).
- Solid understanding of basic technology applications (mass texting, Salesforce, Excel, Gmail, and Google Documents) and ability to easily learn and understand new applications.
- Ability to travel occasionally to the New York office, as well as frequent travel to current and potential sites throughout New England.
- Bachelor's degree required, Master's degree preferred.

**LOCATION:**

Boston, Massachusetts

**COMPENSATION AND BENEFITS:**

Salary and benefits will be competitive and commensurate with experience.

**QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Please send resume and cover to letter to [careers@letsgetready.org](mailto:careers@letsgetready.org) and include your preferred gender pronoun.

*Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.*