



Position title: Director of Education
Reports to: Chief Operations Officer
Submit materials to: jobs@jagreaterboston.org
Compensation: Full-time with benefits (exempt); \$85,000-\$100,000

Position Description

Junior Achievement of Greater Boston (JA) seeks a Director of Education (DoE) to lead a team of four Education Managers. This position requires a passion for transforming students' lives through education, experience leading a team, and strong relationship building. The DoE will be responsible for setting the strategy and goals for all things related to serving students who participate in JA's offerings. A successful candidate will be highly organized, able to successfully manage people in a way that motivates and brings out the best in them, believes passionately in educational partnerships within underserved communities, is motivated, creative, innovative, and collaborative. JA's current impact communities are Boston, Brockton, Chelsea, Lawrence, Lowell, Lynn, Quincy, Somerville, and Worcester. Most school partnerships are within these communities. This position works closely with the Development, Operations, and JA Career Pathway for Alumni teams.

This is a full-time position and is currently remote except for in-person school meetings and some JA events, which all staff are expected to attend. The Director of Education will be supplied with a laptop and monitor. Must have reliable internet. Must have reliable access to a vehicle or be able to commute to sites without issue. Some evening work is occasionally required. Shared office space is available at JA's Innovation Center @ RSM at 80 City Square in the Charlestown neighborhood of Boston.

Primary Responsibilities

- With COO, and in line with JA's overall strategy, create annual goals related to desired educational program outcomes
- Lead Education Team in fulfilling educational goals
- Continue moving toward the goal of 100% of partner schools being "JA Certified Schools" by Fall 2023, including having a partnership agreement signed
- Create a clear and manageable way for Education Managers to collect, organize, and share program data
- Ensure record-keeping is thorough, error-free, and up-to-date, inclusive of capturing and entering all appropriate school, teacher, and volunteer data into BCRM, JA's customized customer relationship management platform by all Education Managers
- Possess an unwavering focus on the Education Team providing excellent customer service to a wide range of stakeholders: students, educators, school administrators, corporate employees
- Gain an expert understanding of JA's curriculum, including alignment with MA & NH standards and frameworks
- Work in collaboration with Development, Operations, and Marketing Teams to meet goals and fulfill funding obligations
- Collaborate with Development Team to create education goals for grant proposals and provide information for grant reports
- Attend and participate in JA's special events, board meetings, and other meetings or events

Skills and Qualifications

- Bachelor's degree preferred, associate degree acceptable
- Minimum five years' work experience, including time spent managing and inspiring other people
- Prior experience working within the education space strongly preferred
- Strong familiarity with our impact communities: Boston, Brockton, Chelsea, Lawrence, Lowell, Lynn, Quincy, Somerville, and Worcester
- Desire to bring creativity and innovation to the role
- Strong organizational and planning skills with impeccable follow through
- Strategic, detail-oriented, and high caliber work ethic is a must
- Ability to work well in a highly collaborative team environment
- Polished presentation style, executive presence, and strong interpersonal and oral/written communication skills
- Ability to manage multiple priorities, and keep up with a fast-paced work environment while managing people, a must
- Must have proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher)
- Knowledge and experience with a CRM system, preferably Blackbaud (e.g. Raiser's Edge), and familiarity with Asana a plus
- Ability to work independently and effectively virtually, now and in the future
- Bi-lingual a plus, particularly Spanish

About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of Greater Boston draws on its 70+ year history to prepare today's youth for the workforce of tomorrow. Through our proven, hands-on programs and experiences, middle and high school students in Central and Eastern Massachusetts learn how to manage their finances, launch their own businesses, make their college and career goals a reality, and become future leaders. We engage volunteers from the business community who understand our students' lived experiences, and can guide them as they build their confidence, and important life and workplace skills. By focusing on communities most in need of opportunity, we're transforming students' lives, making a lasting impact on their families, schools and communities, and creating a more equitable society.

Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our ultimate goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

The above position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.