



Job Description: Associate Director of Breakthrough Santa Fe

Position Title:

Associate Director of Breakthrough Santa Fe

Organization Profile:

Breakthrough increases educational opportunity for motivated middle and high school students and inspires talented high school and college students to pursue careers in education. A national nonprofit, Breakthrough Collaborative is devoted to preparing predominantly low income students of color to be the first in their families to enter and succeed in college. Breakthrough also recruits and trains outstanding high school and college students to become Breakthrough teachers and build an interest in careers as educators. For information on Breakthrough Collaborative nationally, visit <http://www.breakthroughcollaborative.org>

Breakthrough Santa Fe is housed at Santa Fe Preparatory School, a fully accredited, coeducational day school serving approximately 320 students in grades seven through twelve. Located in the historical capital city of Santa Fe, New Mexico, Santa Fe Prep provides a college preparatory curriculum. Accredited by the Independent School Association of the Southwest, Prep is also a member of the National Association of Independent Schools. For more information, visit <http://www.breakthroughsantafe.org>

Position Summary

This individual will assist in all areas of program design and execution. S/he will be responsible for the successful implementation of Breakthrough's middle school program. In the summer, the associate director will ensure the success and viability of the summer program by recruiting and hiring summer teaching fellows and assisting in their training and managing. S/he will provide direct support throughout the school year to middle school students and families, manage the Super Saturday enrichment program, and recruit new sixth grade students to Breakthrough. In addition, the Associate Director will support the Director in fundraising and grant writing efforts.

Time Commitment and Compensation:

Full time, exempt position, benefits included

Salary: Commensurate with experience

Five weeks paid vacation, taken in line with the Santa Fe Prep academic calendar, in consultation with the Director

Position Responsibilities:

- Oversee school-year middle school program (Super Saturday enrichment/case management)
- Manage summer teacher hiring
- Assist with summer teacher training and supervision
- Assist with summer instructional coach hiring, training, and management
- Manage student recruitment and admissions
- Oversee middle school summer program
- Draft grant proposals and reports
- Collect and report data for Breakthrough Collaborative national office
- Perform assigned duties at Santa Fe Prep

Candidate Requirements:

- Bachelor's Degree required
- Proficiency in Spanish preferred
- Proficient in Microsoft Office: Word, Excel, PowerPoint
- Highly organized and detail-oriented
- Able to multi-task
- Able to plan and work towards a goal proactively and independently
- Able to consider the possible results or repercussions of a particular action or decision
- Able to ensure that information is passed on to others who should be kept informed
- Ability to work as a member of a highly motivated team
- Self-motivated and motivates others to relentlessly pursue the organization's goals, strategies, and mission
- Familiarity with the local education community preferred
- Breakthrough experience beneficial

Application Instructions:

Interested candidates please send resume, cover letter and 2 references to Allie Cooper (Director) by January 31st.

acooper@sfbprep.org

Breakthrough Santa Fe
1101 Camino de la Cruz Blanca
Santa Fe, NM 87505

Breakthrough Santa Fe is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.