



OUR MISSION

To leverage and coordinate the assets of our community to ensure that all Waltham youth have the resources they need to thrive.

Waltham Partnership for Youth - Operations Director

Waltham Partnership for Youth is seeking an Operations Director to help take our innovative youth programming to the next level. This new leadership position will play a lead role in implementing our newly-adopted strategic plan by supporting our talented and diverse program team and establishing the policies and systems necessary to support our growing organization in ways that center equity, continuous improvement, and wellness - for our team and for the youth and families we serve.

The ideal candidate will have a passion for collaborating across agencies and sectors to develop youth programming that not only supports better outcomes for youth today, but also helps establish more equitable systems and practices in the long term. They will have a proven ability to lead a team successfully by establishing agreed upon expectations, distributing leadership, and providing honest and supportive feedback and opportunities for growth and development. They will be skilled at developing and managing effective and efficient systems for communication and resource management.

Who We Are

Founded in 1988 at the initiative of the City of Waltham and incorporated independently as a 501(c)(3) in 1997, Waltham Partnership for Youth (WPY) has been an integral part of the city's youth development landscape for more than 30 years. Our mission is to leverage and coordinate the assets of our vibrant community in order to provide Waltham youth with opportunities to discover their own personal pathways to success. We facilitate multi-agency, multi-sector initiatives to ensure that the wealth of resources in and around Waltham are available to the youth and families who need them most. Our vision of the future is that the multicultural, multilingual youth of today will be serving in leadership roles in all sectors of our community.

PROGRAMS AND SERVICES: WPY's current initiatives focus on supporting the youth of the city, primarily Waltham High School students in three key areas:

- 1) **Career Exploration and Training:** These innovative programs give youth the opportunity to hone and leverage their strengths and discover their passions while exploring a variety of careers, developing marketable skills, and earning money through paid summer internships.
- 2) **Wraparound Waltham:** Wraparound Waltham is a multi-agency collaborative led by Waltham Partnership for Youth with the objective of helping increase the high school graduation rates of newcomer immigrant youth.
- 3) **WPY Coalition:** Comprised of youth, teachers, school administrators, social service providers, and community members, the Coalition is dedicated to fostering mental health and reducing teen substance use.

What You'll Do

The Operations Director, who is based out of our office at Waltham High School and reports to the Executive Director, is responsible for the following:

- ❖ Overseeing all WPY programs including personnel management, fiscal oversight, day-to-day administration and, in consultation with the Executive Director, critical client/partner communications
- ❖ Overseeing daily program operations through collaboration with staff and project leaders, setting priorities, leading and coordinating team meetings
- ❖ Managing the hiring, personnel, and volunteer processes, including job descriptions and placements, documentation and onboarding, supervision and evaluation, identification of employee development opportunities, and periodic updating of the organization's personnel policies
- ❖ Leading all aspects of program initiatives, including research, development, monitoring and evaluation, implementation, transitions, and any impact statements.
- ❖ Managing all technology and equipment for program team
- ❖ Performing an array of administrative responsibilities, including program fiscal oversight in collaboration with WPY's Finance Officer and completing regular grant impact/outcome reports required by funding partners.
- ❖ Serving as liaison between staff and Executive Director regarding organization climate, employee well-being, project updates, proposals, and planning
- ❖ Contributing written program impact and evaluation updates for communications and grant applications
- ❖ Serving as the staff liaison reporting to the Board's Program Committee, as well as such other Board liaise responsibilities as directed by the Executive Director
- ❖ Convening and leading the Youth Service Provider Network, a consortium of Waltham organizations gathering monthly to identify and assess community and youth needs in Waltham
- ❖ Performing similar or related work as required, directed, or as situation dictates. The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical extension of the position.

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you will excel in the following areas:

Positive Youth Development

You believe in the power and potential of all young people, take an asset-based approach to supporting youth and developing programs, and create meaningful opportunities for youth to participate in leadership and decision making.

Racial Equity and Inclusion

You recognize ways that race and other identities intersect in the work, especially with communities we serve. You are comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender

in plain, specific terms. You understand the historical context for racial inequity and its present-day implications.

Relationship Builder

You practice attentive, empathetic leadership. You have enthusiasm for meeting and engaging with people, and you empathize with the communities we serve. You are able to put people at ease, especially when there are lines of difference. You listen closely to understand needs or concerns and take steps based on that input. You get back to people in a timely manner. You take pride in providing clear, helpful information.

Inclusive Leadership and Management

You bring a clear vision and recognize the value of divergent perspectives. You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in planning and decision-making. You are able to make and communicate difficult decisions in the best interests of the organization.

Critical Thinking and Problem Solving

You are entrepreneurial and resourceful. You consistently overcome challenges and leverage resources to creatively solve problems. You propose solutions to issues without much guidance (but aren't afraid to ask questions). You proactively ask for help, anticipate problems, and course-correct where needed.

Highly Organized, Motivated, and Detail-Oriented

You manage a high volume of work with efficiency. You have, or can create, a system for keeping tasks from slipping through the cracks. You are able to juggle competing demands and prioritize without sacrificing quality.

You model and inspire accountability. You inspire and motivate others to take action and meet goals. You delegate skillfully. You hold the team accountable and acknowledge growing edges (in self and others).

You help others grow. You use coaching, training, and feedback to develop others and support problem-solving. You see mistakes as learning opportunities. You seek and engage well with feedback.

The following skills and experiences are also strongly preferred:

- Oral and written proficiency in Spanish
- Significant experience working in schools and/or community-based, youth-serving nonprofit organizations
- Experience using Salesforce or other CRM (customer relationship management) software, particularly the Nonprofit Success Pack and Program Management Module
- Excellent written communication skills
- While applicants with a Master’s Degree in education, nonprofit management, or related fields are encouraged to apply, we also recognize that there is a wide range of backgrounds and experiences that might prepare one for success in this role. Therefore, there are no specific educational requirements for this position.

What Else You Should Know

Waltham Partnership for Youth is an equal opportunity employer and we value having staff who come from communities that are most impacted by our work. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and is primarily based at the WPY office at Waltham High School, with some flexibility for remote work one or two days/week. In order to perform the essential functions of the job, the employee must be able to walk, bend, occasionally lift or move up to 25 pounds, operate a computer and other office

equipment. The noise level in the work environment is moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent local travel is required (mostly in and around Waltham).

The salary for this position ranges from \$68,000 to \$75,000, with exact salary depending on experience. We also offer:

- Subsidized Health and Dental Insurance
- 3 weeks paid vacation
- 12 paid holidays
- 40 hours paid sick leave
- Discounted gym membership

How to Apply

Email resume and cover letter to Kaytie Dowcett: kdowcett@walthampartnershipforyouth.org

Applications will be reviewed on a rolling basis until position is filled.

Anticipated start date: August 1, 2021