



Breakthrough Saint Paul

Mounds Park Academy & Saint Paul Public Schools

EXECUTIVE DIRECTOR

The Executive Director is responsible for the overall success of Breakthrough Saint Paul and oversees all operations including strategic planning, fundraising, faculty/staff hiring, student/family support, public relations, and communication with constituencies and partner organizations. This position reports to the MPA Head of School.

Responsibilities

1. Provide strategic vision and leadership for the program.
2. Manage program finances and provide leadership of all fundraising efforts.
3. Build and maintain strong relationships with BSP institutional partners.
4. Manage the Breakthrough staff and office.
5. Direct all marketing initiatives for the program.
6. Direct all evaluation efforts for the program.

Qualifications:

1. Minimum bachelors degree from a four-year college/university
2. Excellent interpersonal, organizational, and facilitation skills
3. Experience working with diverse groups of people
4. Breakthrough/Summerbridge experience or 2-3 years of relevant experience
5. Work effectively with all segments of the educational community and general public
6. Excellent writing and communication skills
7. Proven management, organizational, and leadership skills, plus the ability to initiate and follow through on ideas and projects
8. A strong sense of purpose and vision for expanding educational opportunities for under-resourced youth

Terms of Employment:

Work Hours: Full time, year-round employment, 8-5 p.m. Some nights and some Saturdays.

Salary: Competitive based on qualifications.

Benefits: Full medical, dental, 28 days paid vacation, opportunities for professional development

Hiring contingent on clear federal and state criminal background checks