

Raising A Reader MA is an evidence-based early literacy organization dedicated to helping families of young children (newborn through age 6) develop, practice and maintain habits of reading together at home. Our work, which both increases access to books and offers families tools and support for strengthening the culture of reading at home, is driven by more than 30 years of research that shows the single most significant factor influencing a child's academic achievement is being regularly read to by their parents and adult caregivers before starting kindergarten.

DIRECTOR OF PROGRAMS RAISING A READER MA

REPORTS TO: Executive Director

POSITION SUMMARY:

The Raising A Reader MA (RAR-MA) Director of Programs is a key member of the executive team, with direct responsibility for leading and managing the program team to reach its goals by

- 1) designing a program model responsive to research and experience;
- 2) overseeing the planning, implementation, and evaluation of the RAR-MA program in Massachusetts, including supervising and supporting program staff across MA; and
- 3) initiating and conducting outreach and collaboration meetings with communities, strategic partners, and other stakeholders across the state.

This is a full time executive level position reporting to the Executive Director and collaborating closely with other members of the executive team. It is based in our headquarters in Boston.

ESSENTIAL JOB RESPONSIBILITIES:

Program Design, Planning and Implementation

- Hire and train all program staff with support from the Evaluation and Operations Manager
- Support program team by creating and monitoring performance goals, setting expectations, and maintaining strong communication through individual and monthly team meetings
- Manage all program operations, monitoring projects and budgets to ensure program goals are met and adjust as needed with support of Executive Director
- Oversee all RAR-MA curriculum design and implementation, while ensuring alignment with current early childhood literacy research and statewide priorities
- Develop and oversee projects related to technological innovations in curriculum delivery
- Support Evaluation and Operations Manager in maintaining partner resource website

- Actively create new relationships in Gateway Communities and determine feasibility of partnerships in these communities, according to board driven strategic plan
- Serve as new communities' first point of contact with RAR-MA to describe program model and work closely with these communities to design tailored approach
- Oversee fee-for-service models, including Satellite partners and RAR in the Workplace
 - Serve as primary point of contact in establishing new relationships, and support transfer of relationships to appropriate program staff
 - Create cost model and provide estimates, contracts, and invoices to paying partners
 - Support program team in convening annual RAR-MA partner conference

Evaluation

- Oversee Evaluation and Operations Manager in research and program evaluation activities
- Develop program monitoring and evaluation strategies with support from the Evaluation and Operations Manager, external consultants, and outside advisors
- Streamline data collection and analysis processes through coordination with state and local partners and improved integration of technology
- Communicate with program partners to develop strategies to measure program impact at specific sites and actively pursue opportunities for third-party independent evaluations
- Support Evaluation and Operations Manager in designing and maintaining the Salesforce program app, including using reports and dashboards for internal communication

Raising A Reader National

- Stay up-to-date with RAR National best practice by participating in quarterly NALAC calls, maintaining relationships with National staff, and attending the National Institute
- Serve as lead liaison between RAR-MA and RAR National, and provide recommendations around all contracts with RAR National
- Manage annual Program Quality Grant, including negotiating agreement, ensuring timely curation of deliverables based on existing work, and submitting semi-annual invoices

Strategic Planning/Executive Team

- Play leadership role in designing and implementing RAR-MA's strategic plan
- Develop annual program budget and growth plan aligned with organizational strategic plan
- Participate in Executive Team to make strategic decisions, serve as key advisor to Executive Director, and act as surrogate to the Executive Director as needed
- Act as the staff liaison to the Program Committee of the RAR-MA Board of Directors
- Work closely with Director of Development and Grant Writer on key proposals and reports to ensure consistency with program goals
- Work with partners and community leaders to assure coordination and efficient dissemination of program information and create awareness
- Participate in developing a statewide RAR network and well-aligned strategic partnerships
- Represent RAR-MA externally as needed, particularly during fundraising events and at meetings with key funders to share program information
- Lead special projects as needed

QUALIFICATIONS:

- Passionate belief in RAR-MA's mission and values, plus a deep commitment to creating high-impact opportunities for children and families
- 10+ years of work experience in program management and implementation, including demonstrated experience in early childhood education or literacy
- Understanding of current early childhood landscape in MA, and background in early childhood development theory and best practice
- Bachelor's Degree in education or related field, or equivalent, required; Masters preferred
- Strong, demonstrated communication skills – including written, oral, and listening skills
- Demonstrated success in coaching teams to meet goals, and fostering strong team culture and employee satisfaction; and ability to work independently and as a member of a team
- Ability to take initiative with enthusiasm, plus exceptional work ethic and follow through
- Ability to deal with uncertainty and handle multiple tasks simultaneously
- Budgeting and reporting experience required
- Strong analytical skills, including research design, analysis, and excellent attention to detail
- Experience in an entrepreneurial environment
- Knowledge of current business communications standards and practices (including style/format of letters, memoranda, minutes, and reports)
- Proficiency in QuickBooks and Microsoft Office Suite required, advanced Excel preferred; some experience in Salesforce preferred; high comfort level in learning new technology

This position is full time, with an annual salary of \$65K-\$75K depending on experience. RAR-MA offers competitive benefits and paid time off, and the office is typically closed for a week in December.

RAR-MA encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity.

To apply, please send resume and cover letter to careers@raisingareaderma.org. Please state where you learned of this position.

Applications will be accepted until the position is filled.