

Senior Program Manager

About Minds Matter Boston

Minds Matter Boston (MMB) is a not-for-profit organization whose mission is to connect driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. For the last 15+ years, every Minds Matter Boston graduate has gained admission to a 4-year college, and 97% of alumni are still enrolled or have graduated from a 4-year college.

Minds Matter Boston plans to deepen its impact in Greater Boston by expanding student enrollment by 75% by 2024. We are seeking a Senior Program Manager who is passionate about our mission and is energized by our growth and expansion.

Position Overview

Senior Program Manager

The Senior Program Manager is a critical member of the program team who is primarily responsible for managing the operations of MMB's college access and success programming and leading student and volunteer recruitment. The Senior Program Manager will have a direct impact on the sustainability of our long-term goals and the success of our programming.

The Senior Program Manager reports to the Director of Programs (DoP). This is a highly collaborative position that works with stakeholders throughout the organization, including all Minds Matter Boston staff members, the volunteer corps, the student body, and school, corporate, and CBO partners.

The Senior Program Manager should be available to begin work by June 1. During the school year, regular work days for this position are Tuesday–Saturday.

Core Responsibilities

College Access Programming

- Lead operations of Saturday programming; ensure high-quality program delivery with support from Program Coordinator (PC) and DoP
- Oversee the application and placement processes for summer programs; manage a team of volunteers who support the enrollment and onboarding of all students in a summer enrichment opportunity
- Lead and manage student and guardian advisory councils
- Support with facilitation of annual trainings for volunteers with DoP
- Oversee graduation planning and execution
- Serve as primary contact for all volunteer and student concerns; determine strategy to best support community member and loop in staff and outside supports as needed
- Manage and track key data related to summer programs, college admissions, and student and volunteer retention

College Success Programming

- Lead operations of college success programming for alumni including internships, the College Hardship Fund, quarterly newsletters, workshops, and more

- Serve as the liaison to internship partners and coordinate the placement of MMB college students in summer internships
- Onboard and manage a team of volunteers who help execute different college success initiatives
- Administer annual college success survey; analyze survey results and National Student Clearinghouse data to update college success KPIs annually
- In collaboration with the DoP, develop the long-term vision and strategy for college success programming

Student and Mentor Recruitment

- Develop strategy and manage implementation plan for mentor and mentee recruitment cycles to achieve growth targets outlined in Three-Year Strategic Plan
- Onboard and manage a team of volunteers who support the application and interview processes
- Collaborate with Inclusion, Diversity, and Equity Advisory Board to diversify the volunteer applicant pool
- Serve as key contact to external recruitment partners (e.g., schools, corporations, CBOs)
- With support from the PC, organize and lead site visits with recruitment partners to build interest in the program
- Lead the pairing process for students and mentors

Essential Qualities

- Collaborative, open to feedback and new ideas
- Student-centered and people-first
- Committed to pursuing ongoing personal and professional development related to diversity, belonging, equity and inclusion
- Self-starter, ready to take initiative
- Strong execution and delegation skills
- Passionate about Minds Matter's mission
- Organized, with close attention to detail
- Comfortable leading conversations about identity, power, and privilege

Qualifications

- Minimum of 6 years work experience in educational or nonprofit settings
- Ability to work well with a small, close-knit team
- Ability to manage key programming initiatives and drive toward KPIs
- Ability to work independently and connect initiatives to overarching programming goals
- High cultural competence with experience serving diverse populations and students from low-income communities
- Experience with CRM databases, such as Salesforce, preferred
- Experience managing, motivating, and leading adults
- Strong written and verbal communication skills
- Experience managing complex tasks and multiple projects and timelines
- Bachelor's degree required

Compensation

- Starting salary is \$60,000; compensation dependent upon qualifications
- Highly competitive benefits package including medical/dental/vision/life and short and long-term disability insurance, 15 paid vacation days, 15 sick days, paid holidays, and a 401k plan

How To Apply

Send a cover letter and resume to rachel.kanter@mindsmatterboston.org with the subject line “First Name, Last Name: Senior Program Manager.”

Minds Matter Boston is an equal opportunity employer and is deeply committed to diversity, equity, and inclusion. **We encourage applications from those who identify as people of color and first-generation college graduates.**