



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Executive Director, BOA” to complete our online application process.

## Job Description

**Title:** Executive Director, Boston Opportunity Agenda

**Department:** Boston Opportunity Agenda

**Reports To:** President and CEO, The Boston Foundation (Fiscal Sponsor)

**FLSA Classification:** Exempt     **FTE:** 1

**Supervises:** 2 employees

**Hybrid Schedule** (subject to change): Minimum 2-3 days/week in office; in-person & remote meetings.

Balance of time will work remotely.

### Position Summary:

The Executive Director of the Boston Opportunity Agenda (BOA) will lead, drive and manage a collective impact network. The Executive Director will be a dynamic, visionary, leader who can grow and lead the backbone organization, facilitate collective success, maintain and further develop shared trust among partners, and serve as a public ambassador. The Executive Director will advance work in partnership with network organizations, leadership groups and committees. This leader will also oversee BOA’s internal and external functions, including strategy, communications, community engagement, fundraising, financial management and data analysis. The Executive Director will manage staff, operations, partnerships and collaborative networks and be accountable for nurturing their efficiency and effectiveness. BOA is guided by a board of representatives of each [member organization](#). As BOA is fiscally sponsored by the Boston Foundation (TBF), also a member organization, this position is an employee of TBF. The Executive Director reports to the President and CEO of The Boston Foundation, as fiscal sponsor.

### Essential Functions:

*Leadership:*

- Provide visionary, adaptive leadership in support of Boston Opportunity Agenda’s mission and vision;
- Oversee the direction and support of partnerships and community networks, as well as the alignment of shared goals and outcomes;
- Identify and recruit additional cross-sector stakeholders and partners to participate in BOA’s work;
- Work with Boston Public Schools, Boston’s Charter Schools and the Archdiocese of Boston Catholic Schools Office and other partners to set shared goals, measure progress, and provide regular reports;
- Cultivate excellent working relationships with senior-level education and community leaders to inspire collective action;
- Develop and advance education advocacy initiatives in partnership with community leaders;
- Ensure effective facilitation of community network meetings, including but not limited to the Boston Birth to Eight Collaborative, Success Boston, and the Opportunity Youth Collaborative; and
- Report educational progress toward shared goals and outcomes regarding key milestones in kindergarten readiness, third-grade reading, eighth-grade math, high school graduation, postsecondary entry, and postsecondary completion.

*Operational and Fiscal Management:*

- Recruit and retain quality staff and oversee consulting relationships;
- Develop, coach and mentor team members as well as community partner staff leading initiatives on behalf of BOA;
- Establish, facilitate, and execute effective and open communication with staff, particularly related to internal decisions and strategy;
- Plan and facilitate quarterly Board meetings and other Board activities and engagement;
- Serve as the financial steward of Boston Opportunity Agenda in collaboration with TBF’s finance team; and
- Lead fundraising efforts for the organization; develop relationships with current and potential funders and participate in relevant funder networks.

*Shared Strategy and Measurement:*

- Oversee the development of shared strategies to improve education outcomes;
- Coordinate the development and implementation of data systems for tracking common outcomes and indicators across systems and reporting results;
- Advance data analytics and lead effort to align continuous improvement processes among cross-sector partners;
- Ensure the development of regular reports and community gatherings to highlight progress toward shared goals and outcomes; and
- Publish community, district and partner reports to inform alignment of resources and strategies.

*Other Duties and Responsibilities:*

- Individuals assigned to this position may perform other duties as assigned.

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

- At least 7-10 years of relevant work experience, including at least 3 years managing teams in a fast-

- paced nonprofit, education, social enterprise, or philanthropic environment;
- College degree or equivalent experience required; and
- Master’s degree in education, policy, management, or related field preferred.

*Skills, Abilities, Competencies:*

- Passion for and commitment to our mission and shared values;
- Demonstrated commitment to diversity, equity, and inclusion;
- Ability to inspire confidence and passion among diverse internal and external audiences;
- Strong public facilitation and presentation skills;
- Ability to establish, build and maintain relationships with a cross-sector partners and stakeholders in the Boston region, including superintendents, college presidents, business executives, civic leaders, and nonprofit executive directors;
- Advanced strategy and planning skills, including ability to think strategically on both organizational and systemic levels over multi-year horizons;
- Strong data acumen and ability to oversee complex analysis and data systems;
- Proven track record of management success with financial, planning and operations responsibilities;
- Track record of leading, inspiring, and developing high-performance teams;
- Experience leading networks with complex project and stakeholder management;
- Experience with collective impact efforts in education or related area;
- Success in resource development and personal presence to recruit high-level participation.
- Entrepreneurial and flexible style;
- Strong listening, writing, verbal communication, and critical thinking skills;
- High personal and professional integrity; and
- Residence in or near Boston or ability to relocate.

**Working Conditions & Physical Demands:**

- Ability to work for long periods of time at a workstation;
- Ability to use a computer monitor and keyboard for long periods of time; and
- Ability to work onsite and remotely, as required.

**About the Boston Opportunity Agenda**

The Boston Opportunity Agenda is a public/private partnership that works urgently and strategically to transform the Boston education landscape from cradle to career. BOA’s focus is on creating a just, equitable education system by removing the systemic barriers that create unacceptable outcomes and lack of opportunity for historically oppressed and economically disadvantaged populations. We believe that every child deserves equitable access to excellent educational opportunities. In doing our work, BOA is strengthened by our shared [values](#) which guide and shape strategy and implementation.

While Boston has many exciting programs and organizations that focus on providing opportunities for youth and young adults, the Boston Opportunity Agenda is a long-term partnership focused on achieving systemic change. BOA is a member of the national StriveTogether Cradle to Career Network, for which Boston is considered a “[proof point](#).” Founded in 2010, BOA is guided by representatives of each [member organization](#). Together they identify strategic issues facing our education pipeline in whole or in part, formulate priorities and strategies, and provide a call to action for community stakeholders.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.*