



Role: Operations & Development Associate

Start Date: August 15, 2024 (flexible)

Location: Hybrid (meetings in Greater Boston two times a week)

Salary Range: \$50,000- \$65,000

In a Sentence: Coordinate and/or support funding, programs, data management, external communications, and organizational operations aligned with the organization's mission and goals to develop and sustain Black male teachers.

ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy:

He is Me Institute (HIM) is dedicated to advancing education equity by fostering lifelong pathways to recruit, retain, and retire more Black male teachers. Collaborating with partners, we provide resources and guidance to Black males from preschool through their professional careers. Our program model is rooted in research and experiences, to which our “4E’s” are aligned:

- Black males must benefit from the **EXPERIENCE** of Black male teachers
- Black males must have early **EXPOSURE** to the profession
- Black males must be supported to **EXPAND** their teaching skills
- Black males must have the opportunity to **EXPLORE** their identities throughout their lives

Since launching in 2020, HIM has forged partnerships with institutions such as the University of Massachusetts Lowell, Boston Public Schools, and Breakthrough Collaborative to implement programs to inspire, develop, and support Black male teachers. Our partnerships align research with local needs to maximize impact.

To-date, our programs have yielded remarkable outcomes:

- 83% of college students reported enhanced effectiveness as teachers
- 80% of college students pursued teaching careers upon graduation
- 93% of teachers felt a greater connection with other Black male educators
- 93% of teachers felt ready to implement new teaching strategies

Committed to our mission of development, HIM is in a constant state of continuous improvement. Our data-driven team analyzes how we can enhance our work to improve impact for our communities. We believe that when we operate in the spirit of growth, we will be better equipped to advance the education field as a whole.

He is Me Institute 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 in every way. We welcome and



encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

THE OPPORTUNITY

He is Me Institute is currently seeking a motivated and professional Operations & Development Associate (ODA) to play a critical cross-functional role in organization, supporting development strategy, program operations, communications, human resources, and finance tasks as we grow and expand our impact. The ODA is responsible for supporting the leadership team with administrative duties, completing vital tasks and adding insights to the organization's strategy, transparency, and sustainability.

With exceptional project management and communication skills, the ODA is highly detail-oriented, takes tremendous pride in their work, and can seamlessly collaborate with senior management and external consultants. The ODA will report directly to the Chief Executive Officer, but will contribute to all functions of the organization.

POSITION OUTCOMES

- Secure funding from grant opportunities and individual donors to support specific programs, ensuring financial sustainability and accurate fundraising reporting.
- Provide accurate and organized data for informed decision-making and effective stakeholder management across programs, enhancing organizational efficiency and impact.
- Enhance visibility and engagement with stakeholders through consistent and engaging communication channels for various programs, contributing to sustained support and collaboration.
- Streamline administrative processes, manage HR operations, and ensure organizational compliance for program-specific initiatives, fostering smooth program logistics and overall operational effectiveness.

YOUR CONTRIBUTIONS

Grant and Donor Management

- Research and manage grant opportunities, including submission, tracking, reporting, and donor correspondence.
- Write smaller grant proposals with support from the Director of Development (under \$100,000).
- Support strategic donor outreach efforts, coordinating events and partnerships with the support of the Director of Development.

Program Operations

- Fulfill logistical and operational needs for all program implementation.
- Support Director of Programs & Strategy with partnership management, including contracts and MOUs
- Coordinate program evaluation administration with support from the Director of Programs & Strategy.



Data Management and Analysis

- Maintain comprehensive databases, inputting and analyzing fundraising, program, and stakeholder data for strategic insights.
- Ensure accurate record-keeping of stakeholder contact information, including donors, supporters, and program participants.

Communications and Marketing

- Assist in managing communications across various platforms, including social media, email, and print materials, with support from leadership and external consultants.
- Coordinate design and dissemination of marketing efforts and website maintenance, ensuring consistent messaging, in collaboration with the Director of Development and external consultants.

Operations and Virtual Office Management:

- Provide administrative support for office operations, including supply management, vendor coordination, receiving and distributing mail, and responding to general inquiries to the organization.
- Oversee logistical support for programs and partnerships, including event coordination and supply management in collaboration with the DPS.
- Assist with annual financial audits and other reporting, as needed.
- Collaborate with consultants and leadership to streamline office procedures and operations, including tech support.

Human Resources and Finance

- Oversee management of the organization's HR system with support from the CEO and external consultants.
- Support staff and candidates in navigating organizational systems and platforms, ensuring compliance.
- Support CEO and external consultants to manage bookkeeping, accounts payable, and accounts receivable.

YOUR BACKGROUND AND QUALIFICATIONS

As the incoming Operations & Development Associate, you will possess a reasonable combination of the following characteristics and qualifications:

- Work or volunteer experience, with direct involvement in fundraising, grant writing, and/or program operations (preferably in nonprofit or education settings).
- Demonstrated commitment to our mission of closing opportunity gaps and supporting Black male teacher development
- Proficiency with databases, Microsoft Office suite, social media platforms, and design software (Canva preferred). Experience with website platforms is also desired.
- An unwavering dedication to equity, demonstrated through personal understanding and commitment to advancing our collective work.
- Outstanding interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders.



- Superior organization and project management skills, enabling effective coordination of multiple projects, adaptation to shifting priorities, and meeting deadlines.
- Ability to manage multiple projects, exercise sound judgment, and adapt quickly to changing circumstances.
- Strong written and verbal communication skills, with the ability to articulate ideas clearly and interact effectively with various audiences.
- A positive attitude, entrepreneurial spirit, and ability to work with small teams and external stakeholders.
- Availability for periodic work on Saturdays and evenings
- Candidates with aligned identities of our participants are strongly encouraged to apply
- Bachelor's Degree

COMPENSATION

He is Me Institute offers a competitive compensation package including flexible working hours, 12 paid holidays, and other fringe benefits. He is Me Institute makes an offer based on demonstrated impact and relevant experience.

HOW TO JOIN OUR TEAM

If you are interested in learning more about how your passion and experience can help He is Me meet its mission and grow its impact, please submit your resume or share your LinkedIn profile as well as a **thoughtful and targeted cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Applications can be submitted to Robert Hendricks, Founder & Chief Executive Officer at jobs@heisme.org.

Applications will be reviewed on a rolling basis. Learn more about He is Me Institute at www.heisme.org.