

Vice President of External Affairs

Full-Time, \$100k-\$130k salary, full health/dental benefits, 4% 401k match, gym & technology reimbursements, unlimited PTO

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Organization Overview

Breaktime (www.breaktime.org) is a 501(c)(3) non-profit working to break the cycle of young adult homelessness. We believe that it is time to break down barriers, break apart stigmas, and break into systems that hold back young adults experiencing housing insecurity. Through transitional employment and financial empowerment, Breaktime works to ensure job security, financial security, and ultimately housing security for these young people.

Position

The Vice President of External Affairs will develop and implement the organization's strategy for scaling its impact, expanding its policy influence, raising private and public resources, and increasing public awareness of the existence, consequences, and solutions to young adult homelessness. The successful candidate will be both a strategic thinker and a hands-on manager and will report to the Executive Director. This role is a tremendous opportunity for a talented external affairs leader to maximize and strengthen the capacity of a well-respected, high-impact organization with high growth potential.

Roles and Responsibilities

The Vice President of External Affairs will be responsible for designing and implementing an integrated external strategy and plan to ensure that the organization has the financial resources to support Breaktime's goals and growth plans, influence systems-level change on all levels of government and build awareness around young adult homelessness.

The successful candidate will help sustain and grow existing relationships and forge new relationships to build Breaktime's visibility, impact, and financial resources. The Vice President of External Affairs will also design and implement a comprehensive plan for developing key external alliances and partnerships.

Breaktime is an anti-racist, anti-homophobic organization constantly striving to build a Team and Board that reflect the diversity of the young adults employed in our program. As an Equal Opportunity Employer, Breaktime does not discriminate in its employment decisions on the bases of housing status, race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis that would be in violation of any applicable federal, state, or local law.



The Vice President of External Affairs will report to Breaktime's Executive Director (ED) and start with 3 direct reports, the Development Director, the Policy Director and the Communications Director (each of whom have their own set of 2-3 direct reports), but the team will grow over time.

Within each of the three components of their role, the Vice President of External Affairs will:

- **Development**
 - Manage and develop the Development Director
 - Oversee the development of Breaktime's annual fundraising plan in collaboration with the Development Director & Executive Director
 - Cultivate and steward relationships with individual and institutional donors
 - Oversee the maintenance and scaling of fundraising initiatives including the Breaktime Leadership Circle (Breaktime's major donor campaign)
 - Facilitate and manage board engagement with fundraising activities and strategies
 - Collaborate with leadership team to advance fundraising initiatives org-wide
- **Policy**
 - Manage and develop the Policy Director
 - Oversee the design and implementation of Breaktime's strategic vision on policy change and advocacy work on the municipal, state, and national level in collaboration with the Policy Director & Executive Director
 - Collaborate with Breaktime's Leadership Team to engage other parts of our team in the advocacy process and to effectively leverage the resources and talents of the rest of our team
 - Supervise the preparation of a policy budget, and identify and pursue fundraising opportunities to directly support our policy and advocacy work
 - Oversee the policy team's tracking of activities of policymakers, researching of policy issues and creation of reports to keep the organization up to date on potential policy and advocacy efforts we could support
- **Communications**
 - Manage and develop the Communications Director
 - Oversee the development, implementation, and evaluation of the annual communications plan
 - Ideate and oversee new initiatives meant to build awareness about young adult homelessness and drive more resources to Breaktime
 - Interweave the work of the Communications team more deeply across the organization, particularly in Development and Policy



- Ensure that Breaktime consistently remains on message externally with stakeholders and the general public
- Build on the stellar reputation that Breaktime already has as the leading organization addressing youth homelessness
- Explore opportunities whenever possible with earned media and media partnerships to ensure that Breaktime's reach and reputation is growing regionally and nationally

Job Requirements

- A clear, unwavering commitment to elevating the power and potential of young people
- A deep, enthusiastic passion for Breaktime's mission
- Significant experience in at least two of the three major components of this role (development, policy, and communications)
- Experience managing teams, especially individuals at the director level
- Quick, nimble learner who excels at mastering new skills
- Extremely details-oriented and organized
- Excitement for joining a fast-paced team environment
- Outstanding written and verbal communication skills
- Outstanding organization and leadership skills- a demonstrated ability to take initiative, stay organized, delegate work, and support team members in meeting responsibilities
- The ability to self-assess, set priorities, self-correct, and ask for help when needed
- Significant experience working in a nonprofit organization

Salary and Benefits

- \$100k-\$120k salary
- Full health/dental benefits
- 4% 401k match
- Gym & technology reimbursements
- Unlimited PTO
- Professional development opportunities

About Breaktime

At Breaktime, we have three key values that guide us in our work daily:



1. **Young Adults First:** Elevating young adults experiencing housing insecurity's voices is a core guiding principle behind Breaktime's work, and we do everything we can do to support them.
2. **Radical Inclusion:** To us, radical inclusion is about creating an equitable and welcoming space, particularly for those who are typically not included at the table. This permeates into how we make decisions at Breaktime, and we are grateful for the diverse perspectives that allow us to do so.
3. **Collaborative Innovation:** We refrain from 'reinventing the wheel' and, instead, proactively build strong partnerships with other key stakeholders to more efficiently end young adult homelessness.



Breaktime has been recognized by Social Venture Partners, Forbes 30 Under 30, AIM Next Century Award, and Social Innovation Forum. Breaktime's work has also been featured in Forbes, Boston Globe, NBC, Boston25 News, and more. Breaktime is backed by the City of Boston, Liberty Mutual Foundation, Harvard University, MassMutual, Blackrock, the Boston Foundation, and more.

"After becoming homeless I didn't know what I was going to do or how I would get through it. Breaktime connected me with great resources and helped me with this transition in my life... Breaktime was an amazing stepping stone for me when it came to finding a long-term job where I am now obtaining a stable income." - Mikayla Woodberry, Breaktime Alumni and current Program Ambassador of Recruitment at Breaktime