



JOB DESCRIPTION
Executive Director

The Wheeler School is a co-educational independent day school for approximately 800 students from Nursery through Grade Twelve in beautiful and dynamic Providence, Rhode Island. Our mission originates in our founder, Mary C. Wheeler's guiding precept for education, which was that the School should ensure that we can all "learn our powers and be answerable for their use." Wheeler's partnership with Breakthrough Providence has been an expression of that mission since the 1990s. In turn, Breakthrough Providence has dual mission: 1) to increase academic opportunity for highly motivated underserved students to prepare them for college ready to succeed, and 2) to inspire the next generation of teachers and educational leaders. Breakthrough's vision is to create an empowering educational experience that results in equitable access to higher education for our students and prepares our teaching fellows for education sector roles, enabling all of our students, teaching fellows, and instructional coaches to achieve their full potential as learners, teachers, leaders, and agents of change in their communities. Breakthrough Providence is part of the national Breakthrough Collaborative, comprised of 30+ sites across the country and Hong Kong. For more information, see our website: www.breakthroughprovidence.org.

Breakthrough seeks a new Executive Director to begin late January 2020 who will work alongside Wheeler leadership to further strengthen and maximize the relationship between the two organizations and to seek out community partners in the area to collaborate and demonstrate shared impact. *The ideal candidate will be entrepreneurial, dynamic, savvy, and creative, someone who wants to be part of a strategic process that will strengthen and focus the program to support students and families.* Key responsibilities include:

RESPONSIBILITIES

- Lead annual and endowment fundraising, public relations, and marketing efforts for Breakthrough Providence
- Balance development needs with program strategy and implementation, including hiring, supervising and evaluating diverse program staff
- Fundraise and manage about \$300,000 annual budget that supports operations
- Oversee the implementation of best practices in curriculum development and teacher training to support academic and social goals for students
- Strengthen BTP's position as a critical pathway in the statewide pipeline for diverse and culturally competent teachers and develop relationships to that end
- Teach or co-teach Unity and Diversity courses in the Wheeler Upper School

QUALIFICATIONS

- Bachelor's degree required plus preferred experience in education with urban public school youth and at least one year of supervisory experience with older students and professional educators
- A strong sense of purpose and vision for expanding educational opportunity and promoting educational equity, particularly for low-income students of color
- A willingness to collaborate with healthcare professionals in trauma-based advising of students
- Experience with mission-driven fundraising and organizational development
- Ability to thrive in a small, fast-paced nonprofit environment that values collaboration, creativity, strong work ethic, and spirit
- Excellent writing, organization, and technology skills
- Prior Breakthrough experience is preferred but not required

QUALITIES

- Strategic, with the ability to bring people together towards a common purpose and vision
- Spirit and purposeful idealism
- Authoritative, with ability to make quick decisions that have the best interest of individuals and the BTP community in mind
- Emotionally intelligent, with awareness and sensitivity to address individuals' mental, physical, and intellectual health needs
- Team player, with the ability to develop trusting relationships quickly and sincerely
- Student-centered, with instincts to listen to and elevate the voice and contributions of young people
- Culturally competent, with knowledge of the -isms and how structural inequality impacts our daily lives
- Professional, with strong problem-solving skills and flexible attitude
- Humorous, with the ability to be silly and laugh at oneself

COMPENSATION

- Competitive to like-sized non-profits

APPLICATION INSTRUCTIONS

Please send a cover letter and resume to the Breakthrough Search Committee, at careers@wheelerschool.org with the title of the position you are applying for in the subject line. **Deadline: December 15th, 2019**

Statement on Diversity

At Wheeler we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enrich life on campus, and better prepare us all for full participation in a pluralistic, democratic society. The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and any other category protected by federal, state, or local law.

Learn more about The Wheeler School at www.wheelerschool.org and Breakthrough Providence at <https://breakthroughprovidence.org/>.