



JOB POSTING | PROGRAMS DIRECTOR

Break Away is a national nonprofit that supports thoughtful and ethical community-based learning through training, assisting, and connecting campuses and communities. We're working to create a society of active citizens - people who make community a priority in their values and life choices.

we are small but mighty. we're looking for employees who:

innovate
overdeliver
adapt quickly
feel and practice ownership
invest time, energy, and resources well
believe what they do matters

THE POSITION:

The Programs Director has a key role in the financial sustainability, strategic planning, program marketing, and technology development at a growing nonprofit doing our part to build capacity in communities through education, resource sharing, and intentional citizen engagement. The Programs Director works alongside and in close partnership with the Executive Director and our other leaders, the Community Director and Membership Director. The Programs Director serves as the direct supervisor to Break Away's external training cohort - including overseeing the summer internship program.

The Programs Director is responsible for sustaining and expanding Break Away's training reach at the local, regional, and national levels through intentional partnership development with higher ed institutions and other education and training organizations; setting division strategy and revenue goals; overseeing Break Away's curriculum development and thought-leadership; and providing management and guidance to our external training cohort.

YOU'D LOVE WORKING HERE IF:

- Building relationships is your bread and butter. You could befriend anyone - to you, it's the people and connections that really matter. You are excited to maintain professional and personal relationships with constituents you may only see once a year.
- You understand how to invest in other people. You see their potential, recognize how to successfully support what they're doing, and in turn improve your own work.

- A fast-paced workplace where no day looks the same is what you're looking for: tasks range on the broad spectrum of uneventful to thrilling, but you know every bit of work contributes to the well-being of the organization.
- You're creative and think on your feet. A question you can't answer is an exciting opportunity for learning. You'll dig until you find an answer.
- You're self-motivated and driven. You get satisfaction from dreaming up a new initiative, brainstorming endless possibilities for its implementation, and bringing it to life.
- You appreciate being part of a small, close-knit team: engaging in dialogue to find creative solutions to organization-wide problems, eating homemade snacks during staff meeting, and sharing the joys and hardships of your work.

A DAY MIGHT INCLUDE:

- Conducting an outreach call with an education consortium about co-facilitating a two-day social justice training conference
- Drafting a workshop agenda and booking travel for a small-group retreat with a student leadership team
- Conducting phone interviews with summer internship applicants
- Hosting a video call with a member of the training cohort to discuss the final agenda details for an upcoming workshop in Denver
- Conducting a staff-wide curriculum content retreat

YOU'LL BE RESPONSIBLE FOR:

strategy + partnership development

- Set and meet budget and programmatic projections
- Develop new revenue streams that sustain the organization and support our mission
- Build and maintain external partnerships that expand our reach and raise visibility
- Integrate emerging trends into current work
- Collaborate with other divisions to pilot new initiatives and curriculum

training + consultation

- Through strategic outreach and relationship development, expand and maintain external training partnerships and national training opportunities
- Develop and host local, regional, and national retreats, trainings, and consultation sessions for varied audiences - virtual and in-person
- Improve curriculum and program design by incorporating emerging trends and best practices
- Present at external conferences and networking events

event planning + staff management

- Train, support, and manage external and internal facilitators to successfully execute national summer conferences (ABCs) and regional leadership retreats (SLRs)
- Onboard and mentor new trainers to ensure confidence in relationship-building, curriculum content, facilitation skills, and event management

YOU HAVE:

- Bachelor's degree (or commensurate experience) and 3+ years professional experience - in particular, experience with education-based organizations
- Experience teaching and facilitating - building curriculum, leading workshops
- Strong staff management experience
- Exceptional creative writing and editing skills
- Demonstrably strong communication skills – written and verbal, for large and small groups
- Proven ability to build and sustain successful partnerships at the local, regional, and national level
- Demonstrated ability to successfully execute revenue generating programs
- Proven understanding of project management
- Commitment to social justice work

IT'S HELPFUL IF:

- You have knowledge and experience with community-engaged learning, alternative break programs, university environments, and the broader volunteer sector
- You've worked in conference planning and event management
- You have a background in Social Justice Education
- You bring tech + design skills: Wordpress; Salesforce; Mailchimp; Canva; or something we don't even know about yet
- You can bring an artistic flare to posters, flip charts, or the occasional powerpoint

HOURS: 40 hours/week, Mon-Fri plus evenings and weekends as needed. Expanded hours during the summer to support our summer conferences. Relief time available.

LOCATION: Atlanta, GA. Occasional travel required.

BENEFITS: \$35,000 - \$37,000 - also includes health-care benefits, generous time off, and a flexible work environment.

TO APPLY:

Please submit a resume and cover letter to Executive Director, Sam Giacobozzi - sg@alternativebreaks.org. Submissions received before February 14th will receive priority attention. Any questions about the position may also be directed to sg@alternativebreaks.org - no calls please. Anticipated start is late March - early April 2019.

Break Away is committed to building a diverse organization dedicated to our core values of inclusion and justice.