



## Associate Director Job Description

### Position Title:

Associate Director of Breakthrough Santa Fe

### Organization Profile:

Breakthrough increases educational opportunity for motivated middle and high school students and inspires talented high school and college students to pursue careers in education. A national nonprofit, Breakthrough Collaborative is devoted to preparing high-achieving students, most of whom are of color and from low-income families, to enter and succeed in college. Breakthrough also recruits and trains outstanding high school and college students to become Breakthrough teachers and build an interest in careers as educators. For information on Breakthrough Collaborative nationally, visit <http://www.breakthroughcollaborative.org>

Breakthrough Santa Fe is housed at Santa Fe Preparatory School, a fully accredited, coeducational day school serving approximately 320 students in grades seven through twelve. Located in the historical capital city of Santa Fe, New Mexico, SF Prep provides a college preparatory curriculum. Accredited by the Independent School Association of the Southwest, Prep is also a member of the National Association of Independent Schools.

### Position Summary:

This individual will assist in all areas of program design and execution. S/he will be responsible for the successful implementation of BTSF's high school program. In the summer, the associate director will ensure the success and viability of the summer program by attending to student and staff needs and supervising all special events. S/he will provide direct support throughout the school year to students applying to college and their families. In addition, the associate director will support the director in fundraising and grant writing efforts.

Compensation is commensurate with experience.

### Position Responsibilities:

- Oversee school-year college prep program (Saturday workshops/college visits/college admissions counseling)
- Meet one-on-one with seniors and families
- Write recommendations and edit scholarship and college applications
- Plan events to provide college prep guidance appropriate to each high school grade
- Monitor student academic progress and provide support to struggling students when necessary
- Assist with summer teacher hiring, training and supervision
- Assist with student recruitment and admissions
- Oversee high school summer program (College Bound)
- Oversee planning and execution of Friday special events during the summer (such as career day, camping trip, etc.)
- Draft grant proposals and reports
- Collect and report data for Breakthrough Collaborative national office
- Perform assigned duties at Santa Fe Prep

**Candidate Requirements:**

- Bachelor's degree
- Proficient in Microsoft Office: Word, Excel, PowerPoint
- Highly organized and detail-oriented
- Able to multi-task
- Able to plan and work towards a goal proactively and independently
- Able to consider the possible results or repercussions of a particular action or decision
- Able to ensure that information is passed on to others who should be kept informed
- Self-motivated and motivates others to relentlessly pursue the organization's goals, strategies, and mission
- 2-5 years of professional experience in the fields of teaching or college counseling preferred
- Proficiency in Spanish preferred
- Familiarity with the local education community preferred

**Application Instructions:**

Interested candidates please send resume, cover letter and a reference to Talia Winokur (director):

Breakthrough Santa Fe  
1101 Camino Cruz de la Blanca  
Santa Fe, NM 87505

[twinokur@sfprep.org](mailto:twinokur@sfprep.org)

**Breakthrough Santa Fe is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.**