



## **Job Description: Executive Director of Breakthrough Santa Fe**

### **Position Title:**

Executive Director of Breakthrough Santa Fe

### **Organization Profile:**

Since its founding in 2004, Breakthrough Santa Fe has been a leading local college access organization that has demonstrated its effectiveness at preparing first-generation and low-income students to be successful in college while preparing the next generation of educators for careers in education. With an innovative six-year model that follows students and families from middle school to college matriculation, Breakthrough Santa Fe creates opportunities for students who would otherwise not have a reliable pathway to college. Its core program is a six-week summer session, staffed by college-aged Teaching Fellows and veteran teachers, that prevents summer slide, builds the Breakthrough community, and inspires college-aged students from diverse backgrounds to pursue careers in education.

For students enrolled in its program, Breakthrough Santa Fe boasts a retention rate of nearly 100%—students and families who start our program stay with us for six years. Breakthrough Santa Fe’s Class of 2020 had a 95% High School graduation rate, and nearly all of them went on to college. Nearly twenty members of the Class of 2020 (out of 36) attended school outside of New Mexico, including two attending Ivy League institutions. In the Middle School Summer Program, Breakthrough’s most high-touch and flagship program, students demonstrate up to two grade levels of improvement while consistently reporting increased self-efficacy and self-sufficiency—both academic and noncognitive results that lead Breakthrough Santa Fe students to better outcomes during the traditional school year. Finally, nearly 2/3 of Breakthrough Santa Fe Teacher Fellows continue on to careers in education, often bringing the values and skills they learned as a teacher with them into the rest of their working life. For more information on Breakthrough Santa Fe, visit: [www.breakthroughsantafe.org](http://www.breakthroughsantafe.org)

Breakthrough Santa Fe is an affiliate of Breakthrough Collaborative, a national nonprofit. As part of the national collaborative, Breakthrough Santa Fe staff have access to resources, colleagues, and expertise from other Breakthrough sites around the country. For more on Breakthrough Collaborative, see: [www.breakthroughcollaborative.org](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. A private school that takes its public purpose seriously, Santa Fe Prep has generously hosted Breakthrough Santa Fe since the program’s inception in 2004. Accredited by the Independent School Association of the Southwest, Prep is also a member of the National Association of Independent Schools. For more on Santa Fe Prep, visit: [www.sfprep.org](http://www.sfprep.org)

## **Position Summary**

Breakthrough Santa Fe seeks an experienced educator and insightful strategic thinker to manage all areas of program, development, and strategic direction for the organization. Reporting directly to the Head of School at Santa Fe Prep and guided by an experienced Advisory Board made up of local community members, the Executive Director of Breakthrough Santa Fe will ensure the long-term viability, execute short term decisions, and assume overall responsibility for the execution of Breakthrough Santa Fe's essential mission.

Additionally, the Executive Director of Breakthrough Santa Fe will have primary responsibility for the day-to-day operations of the High School Program and managerial responsibilities for the Middle and High School Summer Program. Duties include 1:1 college and financial aid counseling for students and families, planning college visits and other college prep events, and curriculum development.

The incoming Executive Director inherits a flourishing program that has continued to achieve remarkable results in the midst of the Covid-19 pandemic, including a successful shift to online instruction during its summer program. The Advisory Board has stable, long-term membership, and Breakthrough Santa Fe enjoys close connections with the Davis New Mexico Scholarship, which offers at least eleven full cost of attendance scholarships to graduates of Breakthrough Santa Fe each year. The selection committee is looking for a leader who will continue Breakthrough Santa Fe's trajectory and stability.

## **Time Commitment and Compensation:**

The Executive Director of Breakthrough Santa Fe is a full time and exempt employee of Santa Fe Preparatory School.

Compensation is \$60,00-\$65,000 per year and includes health insurance and retirement package. Compensation also includes opportunities to travel to conferences and other professional development opportunities. Additionally, Breakthrough Santa Fe follows Santa Fe Preparatory School's generous policies on financial support for graduate school and/or home down payment assistance.

The position receives five weeks paid vacation, taken in line with the Santa Fe Prep academic calendar, and in consultation with the Head of School at Santa Fe Prep.

## **Position Responsibilities:**

### *Program Development and Strategic Vision*

- Coordinate, manage, and work with Breakthrough Santa Fe's Advisory Board
- Serve as the primary liaison between Breakthrough Santa Fe and Breakthrough Collaborative, including attending the annual Breakthrough Collaborative conference
- Oversee the creation and execution of the strategic vision for Breakthrough Santa Fe
- Represent Breakthrough Santa Fe to external stakeholders at community events
- Hire and manage full-time staff, currently 2 FTE positions
- Fundraise to support the mission and continued viability of Breakthrough Santa Fe
- Manage finances, financial reporting, and accounting, with help from the Director of Finance at Santa Fe Prep
- Take personal responsibility for the overall operation, reputation, execution, and quality of the Breakthrough Santa Fe Program, including working with Santa Fe Prep staff on questions of risk management, emergency protocol, and student safety.
- Duties as assigned with Santa Fe Preparatory School.

### *Program Director*

- During the summer, with the assistance of the Associate Director and Student Support Coordinator, oversee day-to-day program operations, run staff meetings, attend all events, and train and manage Summer Teaching Fellows and Instructional Coaches
- Attend and help operate monthly Super Saturday academic enrichment program with Associate Director
- Plan and execute events to provide college preparatory skills and guidance appropriate to each high school grade, including summer and school year programs
- Provide 1:1 college counseling, essay editing, and financial aid support to juniors and seniors in high school (approximately 36 students in each grade)
- Write letters of recommendation for each Breakthrough Santa Fe senior

### **Candidate Requirements:**

- A core belief in the philosophy, method, and principles that guide Breakthrough Santa Fe. The long-term success of Breakthrough rests on its unwavering dedication to its core program and principles.
- At least five years working directly with students and parents in a school, university, community-based organization, or other educational context. Previous teaching or Breakthrough experience is preferred but not required.
- At least two years of experience as a team leader, instructional coach, or other managerial/leadership position.
- Experience as a leader of professional development programs, corporate facilitation, or other training workshops.
- Ability to manage incessantly competing priorities, multiple deadlines, and juggle the needs of individual students and families with the larger goals and priorities of the program.
- A strong desire to implement stakeholder-driven program design, strategic planning, and subsequent implementation. The Breakthrough students, parents, and community drive the growth and evolution of the program.
- A desire to cultivate, strengthen, and guide a motivated and talented staff.
- The desire and aptitude to fundraise is required. Previous experience in development is preferred.
- Bachelor's Degree required. Master's Degree preferred for candidates at the top of the listed salary range.
- Proficiency in Spanish preferred
- Familiarity with the local education community preferred
- Ability to obtain a valid New Mexico driver's license.
- Ability to pass a background check required.

### **Application Instructions:**

Interested candidates please send resume, cover letter and 2 references to Allie Cooper ([acooper@sfpref.org](mailto:acooper@sfpref.org)). Please put "Breakthrough Santa Fe Executive Director" in the subject line.

Breakthrough Santa Fe  
1101 Camino de la Cruz Blanca  
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**Breakthrough Santa Fe is an Equal Opportunity Employer who seeks candidates whose backgrounds align with those of our students.**