

Culture & Collaboration Manager



About Breakthrough Collaborative

Breakthrough Collaborative is a national leader in educational equity. The Breakthrough model provides college preparation support for students from under-resourced communities – starting in the critical middle school years – and prepares the next generation of diverse leaders with training to advance in the field of education.

With over 40 years of experience and a network of over 40,000 alumni, Breakthrough operates in 24 communities across the country and serves 10,000 students and 1,200 Teaching Fellows annually. To learn more about Breakthrough and our first-ever virtual Summer in response to COVID-19, please visit our [website](#).

Educational equity is central to Breakthrough's mission and equity is one of our organization's core values. We are committed to intentionally creating diverse communities and work to ensure that all identities – particularly Black, Indigenous, People of Color, and those that have been historically marginalized – are represented and supported. As a collective of community-based organizations, we strive to see the identities of the communities we serve reflected across all levels of the organization.

The Opportunity

Breakthrough is seeking a mission- and people-oriented professional to join as the new Culture & Collaboration Manager. Working closely with and under the mentorship of the Chief Culture & Operating Officer, the Culture & Collaboration Manager will support a variety of functions at the National (and primarily virtual) Office including internal communications and systems; talent; diversity, equity and inclusion (DEI); affiliate relations, Salesforce, and executive team leadership support and coordination. This is a unique opportunity to gain exposure and grow relationships while deepening skills across multiple areas within a national nonprofit. We are looking for a teammate who is persistent and invested in helping the organization achieve short- and long-term goals, detail oriented, and truly believes in teamwork.

This is a full-time remote position that reports to the Chief Culture & Operating Officer (CCOO).

Responsibilities

Collaboration & Operations

- Support CCOO to facilitate coordination and collaboration across the leadership team and all members of the National Office
- In partnership with the CCOO and Managing Director of Business Operations, implement and manage systems for collaboration and internal communication using a variety of platforms (Salesforce, Asana, Slack, Zoom, etc.)

- Coordinate and support meetings, ensuring that timely agendas are set; action items, next steps, and communications are documented and executed
- Develop, update, and manage inter-departmental project plans on behalf of the leadership team
- Communicate and coordinate with National Office colleagues to anticipate and resolve challenges to ensure smooth and aligned operations
- Liaise with internal stakeholders across the Collaborative
- Collaborate with National Office colleagues to support in other administrative tasks and projects
- Provide administrative and logistics support in meetings

Internal Communications

- Draft, edit, brand, and polish communications and documents
- Prepare and send regular and ad hoc communications to staff, affiliates, alumni, and other internal constituents (via email/Mailchimp, social media, etc.)
- Evolve and maintain Breakthrough style guide and document templates for internal use

Talent & Culture`

- Support the recruitment, selection, and onboarding of new professional staff
- Maintain on and offboarding templates and processes
- Support Breakthrough's diversity, equity, and inclusion (DEI) initiatives including and not limited to; trainings, development and implementation of Breakthrough's DEI Strategic Plan, coordination with external consultants

Learning, Collaboration & Leadership

- Collaborate on special projects and strategic initiatives
- Grow and nurture relationships with internal and external stakeholders at all levels of the organization
- Engage in learning and community experiences and present at Breakthrough meetings, trainings, and conferences (virtually and in-person)

Qualifications

Members of our team bring relevant experience, knowledge, and skills, as well as a commitment to our shared values and norms. While no one individual will possess all of the desired qualifications, and we are willing to provide on-the-job training, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

Educational & Work Experience

- Bachelor's degree required
- At least 3 years of related work experience (including but not limited to talent or human resources, internal communications, executive support, nonprofit administration)
- Experience working as a member of a remote and geographically dispersed team and across time zones
- Previous Breakthrough experience a plus

Skills

- Strong customer service orientation with a demonstrated track record of exercising a high degree of diplomacy, discretion, agility, and problem-solving skills
- Proactive communicator with strong written and verbal communication skills
- Exceptional attention to detail and ability to navigate complicated systems and processes
- Strong interpersonal skills and ability to work collaboratively across all levels of the organization
- Highly organized with strong planning and time management skills; ability to prioritize multiple concurrent tasks
- Proficiency (or expertise!) with a variety of systems including Google suite, Zoom, Box.com, Salesforce, Asana or other project management platforms
- Enthusiasm and willingness to learn about all areas of Breakthrough
- Ability to travel locally and nationally several times each year (*business travel is slowly resuming, pending public health considerations*)

Values

- Deep commitment to educational equity and Breakthrough's mission
- Commitment to building community and growing relationships virtually as a member of a remote team
- Eagerness to learn and grow with the organization

Our Team

The Culture & Collaboration Manager is a member of Breakthrough's National (headquarters) team of approximately 20 people. The National Office supports the work of Breakthrough's affiliates and works in service of our mission. The National Office provides leadership, resources, and support in the core areas of program development, standards, evaluation, affiliate capacity building, professional development, brand management, and fundraising.

The National Office is located in the Bay Area, California. Our team has been largely remote for several years and staff are located throughout the continental U.S. Our team convenes in-person several times per year. (*Business travel is slowly resuming, pending public health considerations.*)

Compensation & Benefits

The salary range for this position is commensurate with experience and expertise. We offer competitive health benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with and learn from an amazing group of mission-driven professionals!

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306519>.

Applications will be reviewed on a rolling basis, with preference given to candidates submitting applications by **Tuesday, August 24, 2021**. The hiring process typically takes four to six weeks. We hope to begin the onboarding process for our new colleague in September.