

Grand Circle Foundation Community Advisory Group (DRAFT) Executive Director

Grand Circle Foundation is seeking an Executive Director to manage all aspects of the Grand Circle Foundation Community Advisory Group Inner City Education Initiative.

Overview:

The Community Advisory Group is a collaboration between Grand Circle Foundation and the Boston-area community leaders and organizations we support. The group was formed in 1999 as a way for Grand Circle to further support our community partners through formation of a peer network to share best practices and business expertise. In turn, our community partners give Grand Circle invaluable guidance and advice on how to improve our community giving.

Beginning in 2011, Grand Circle Corporation owners, Alan and Harriet Lewis, have launched an ambitious new Inner City Education Initiative in partnership with the Community Advisory Group. Between 2012 and 2018, the goal is to measurably increase high school and college graduation rates amongst students from Boston's Allston, Dorchester, Mattapan, and Roxbury neighborhoods who participate in CAG programs.

The Executive Director will work with the 11 member organizations of the Grand Circle Foundation's Community Advisory Group (CAG) to achieve the group's goals.

CAG members include:

1. Erica Brown, Executive Director, City on a Hill Charter School
2. Catherine D'Amato, President and CEO, Greater Boston Food Bank
3. Robert Lewis, Jr., Founder, Boston Astros
4. Deb Re, CEO, Big Sister Association of Greater Boston
5. Susan Rodgerson, Executive Director, Artists for Humanity
6. Greg Johnson, Executive Director, Bottom Line
7. Casey Recupero, Executive Director, Year Up
8. Bob Giannino-Racine, Executive Director, ACCESS
9. Mark Culliton, CEO, College Bound Dorchester
10. Andrea Howard, Executive Director, West End House Boys and Girls Club
11. Debbie Krause, Executive Director, Summer Search

The Grand Circle CAG Inner City Education Initiative goals are:

1. Graduate all juniors from Allston, Dorchester, Mattapan, and Roxbury served by the CAG by June 2018
2. Increase College graduation rate of students from Allston, Dorchester, Mattapan and Roxbury served by the CAG by 10% by June 2016
3. Graduate 85% of 9th grade students from Allston, Dorchester, Mattapan and Roxbury served by the CAG by June 2014

Responsibilities:

- Work closely with GCF's Community Advisory Group organizations to achieve established CAG goals.
- Liaise with partner organizations on database tracking to ensure accurate information about all participants and timely reporting to drive decisions and actions.
- Establish programmatic benchmarks for data tracking systems in order to monitor the program's progress against goals.

- Develop and maintain Partnership Plans for CAG members to improve high school and college graduation rates.
- Bring together diverse stakeholders to drive actions to support achievement of goals.

Minimum Qualifications:

- Bachelor's degree with at least 7+ years of leadership experience in education-related program development, management and outcomes tracking in Boston neighborhoods of Roxbury, Dorchester, Mattapan and Allston
- Demonstrated excellence in interpersonal, oral, and written communication skills.
- Demonstrated ability to build strong relationships and partnerships with diverse groups of stakeholders to achieve measurable results.
- Expertise with student data tracking and the ability to drive actions through the management of data, analysis and reporting.
- Excellent organizational and project management skills
- Demonstrated creativity, flexibility, initiative, and an entrepreneurial spirit
- Passion for making a long-term commitment to improving the lives of inner city Boston youth.
- Proficient in Word, Excel, PowerPoint

For more information please contact:

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