



**POSITION ANNOUNCEMENT:
BPS Arts Expansion Initiative Director**

Organizational Overview: EdVestors drives change in urban schools through smart, strategic private investment. The Boston-based school change organization focuses on accelerating substantive improvement in urban schools by identifying and shaping the most effective initiatives, partnering with donors to invest in these efforts, and supporting project leaders with hands-on expertise. Since its launch in 2002 by a group of philanthropists and business leaders, EdVestors has directed more than \$12 million in private donations to strategic school improvement efforts, primarily in Boston. EdVestors hosts the innovative annual Urban Education Investment Showcase, where potential investors hear directly from school improvement leaders about projects and strategies in schools. EdVestors also awards the annual Thomas W. Payzant *School on the Move* Prize, a \$100,000 citywide prize presented to one Boston Public School showing significant improvement in advancing the academic achievement of all of their students. Most recently, EdVestors has launched and managed Strategic Initiatives which are larger scale efforts designed to span multiple school years and reach exponentially more students across a greater number of schools. The BPS Arts Expansion Initiative is the first of EdVestors' Strategic Initiatives.

BPS Arts Expansion Initiative Overview: Aligned with Superintendent Johnson's Acceleration Agenda, the BPS Arts Expansion Initiative is a multi-year effort to expand arts education within the Boston Public Schools with a focus on access, equity and quality arts learning experiences for BPS students. The Initiative's three goals include expanding direct arts instruction for students during the day; building the capacity of the district to strengthen school-based arts instruction; and improving coordination of partnerships with arts and cultural groups and higher education institutions to support arts programming in the schools. In just the first two years of the Initiative over 9,000 additional students now have access to arts instruction yearly. The Initiative completed a robust planning process with support from the Wallace Foundation and created a plan for Phase II of the Initiative spanning 2011-2015 that will set the Boston Public Schools on a path to sustain high-quality, equitably distributed arts opportunities for Boston's students. The summary of the Phase II Plan can be found at http://www.edvestors.org/other-files/2011_ArtsAdvantage_report.pdf.

Position Description: The BPS Arts Expansion Initiative Director will assume responsibility for managing all aspects of implementing the Phase II Plan for the BPS Arts Expansion Initiative. The Initiative Director's role will focus on managing projects so that timelines and goals for Initiative activities are met while incorporating key stakeholder input and building broad ownership. This will require a balance of strong project management skills and external relationships to maintain and further the approach of the Initiative to date. The Initiative Director will also manage the Initiative's Arts Expansion Fund grant making processes to leverage the direct expansion of arts opportunities for students while creating positive incentives for reaching the Initiative's broader goals. The Initiative Director will report to EdVestors' Vice President for Strategic Initiatives and work closely with EdVestors' Executive Director as well as the BPS Executive Director for the Arts.

Responsibilities:

Initiative Management

- Drive all aspects of the Phase II Plan for the Initiative including high level strategy for sequencing the work as well as day-to-day coordination of implementation activities
- Work in close collaboration with the BPS Arts Office to develop aligned quality and student assessment approaches, as well as curriculum and professional development for arts instructors including BPS Arts Specialists and teaching artists working throughout the district

- Oversee collection, analysis and presentation of data and Initiative progress to internal and external stakeholder audiences
- Manage communications and outreach strategy to build broad ownership and understanding of the importance of arts education and the work of the Initiative
- Supervise consultants retained to support implementation efforts and convene stakeholders to inform direction of key activities

External Relations

- Develop and maintain stakeholder relationships including schools, arts organizations and funders
- Work in concert with the BPS Arts Partnership Manager to utilize systems to support coordination among arts, cultural, and higher education institutions including the launch and maintenance of a web-based database of arts partnerships
- Conceive of and manage all aspects of meetings and events related to the Initiative including Arts Advisory Board meetings and larger opportunities to engage stakeholders
- Develop content for external communications and data reporting
- Contribute to fundraising efforts including the development of proposals and reports to donors
- Represent EdVestors at external meetings, events, and speaking engagements where applicable

Grant Making

- Manage yearly grant making processes related to distribution of \$800K in direct grants to support arts expansion
- Design and distribute application materials and educate potential applicants about grant goals and processes
- Administer grant selection process including external review teams
- Execute grants and monitor funded projects through report review, discussions and site visits

Qualifications:

- Several years of experience with demonstrated project management skills and experience with collaborative projects and processes
- Track record of developing and maintaining relationships with a broad range of stakeholders
- Passion for urban education and the role arts education can play in the lives of students and schools
- Knowledge and experience with one or more of the following types of organizations: urban schools, arts institutions and philanthropic entities
- Mature interpersonal style with a sense of humor and the ability to interact with a diverse range of people
- Strong communication skills in person and in writing
- Exceptional organizational and time management skills with meticulous attention to detail and the ability to manage multiple priorities
- Willingness to function as a key member of a small, fast-paced, and high-functioning team in a collaborative environment
- Proficiency with Microsoft Office software
- Bachelor's degree or equivalent experience required; advanced degree preferred

EdVestors is an equal opportunity employer.

To Apply: Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, to Marinell Rousmaniere at jobs@edvestors.org, subject line "BPS Arts Expansion Initiative Director." Applications will be reviewed on a rolling basis with preference for applications received before January 4, 2012.