

Good Schools for All, a program of the Community Foundation for Greater Buffalo, is seeking exceptional candidates to fill multiple positions in its growing, \$2.3 million a year not-for-profit organization. Offering no programs or services, Good Schools for All is a neutral independent convener. Its mission is to mobilize community to help Buffalo's children succeed academically. Since 2002, Good Schools' primary focus has been literacy, the foundation for academic success. Recognized nationally for its transformational *Read to Succeed Buffalo* literacy initiative, Good Schools is determined, with the right people, to make a difference for our children and their families.

Senior Program Officer - Position Profile

Reporting directly to the Executive Director of Good Schools for All, the Senior Program Officer will lead and manage all program components of the *Read to Succeed Buffalo* citywide strategic literacy plan (see www.readtosucceedbuffalo.org/actionplan.pdf). The program cycle includes: transforming strategies in the plan into a viable program designs, including performance measures; aligning community partners to collaborate as partners in program implementation; developing a project logic plan; writing program grants; managing implementation, and ensuring results through continuous process and program improvement.

Responsibilities

- Develop and implement the strategies necessary to successfully deliver the *Read to Succeed Buffalo* citywide strategic literacy plan.
- Create, manage and facilitate an “organization” of working groups comprised of relevant community stakeholders to plan the implementation of selected projects within the overall strategic plan.
- Develop and maintain productive relationships with all stakeholder groups, ensuring effective two-way communication and a strong sense of community ownership for the *Read to Succeed Buffalo* campaign. This will include managing the relationship with providers of literacy services to the community and building collaborative, synergistic arrangements with existing literacy initiatives.
- Ensure that quality is built into all aspects of *Read to Succeed Buffalo*, including the design and implementation of quality standards, performance indicators, outcome measures and data management.
- Network with other community coalition leaders around the country, national foundations, national literacy organizations, New York State Education Department, and others to network, elicit and share best practices.
- Help Executive Director to manage the administrative aspects of the campaign's implementation, including budget management, project tracking and reporting, communication, organizing events and other administrative duties as required.

- In conjunction with the Executive Director and members of the *Read to Succeed Buffalo* literacy coalition, lead the ongoing development of the citywide literacy campaign beyond the initial implementation phase and toward the overall goal of 100% literacy in the City of Buffalo.
- Develop and maintain relations with a broad cross-section of the community and coordinate communications and information flow to stakeholders.

Qualifications

Experience

- 4 - 5 years' experience in designing and implementing entrepreneurial or start-up programs involving multiple partners, project management, capacity building, strategic planning and network building.
- Experience leading, or working as part of, a multidisciplinary team and communicating effectively with persons and communities from diverse cultural and socioeconomic backgrounds.
- Two or more years of experience managing a small staff of direct reports, including human resources functions, is highly desirable.
- Experience in, and knowledge of, any of the following is highly desirable:
 - Urban public education
 - Development of language and literacy skills for children, including English Language Learners (ELL) and children with special needs
 - Youth culture
 - Workforce development
 - A thorough understanding of the policies and financing of governmental and public systems, private sector institutions and nonprofit organization.

Skills

- Ability to lead change, including the design and facilitation of change processes tailored to specific projects.
- Ability to think strategically and systemically in the design and execution of programs.
- Ability to relate to, and engender trust with people of different ages, races, ethnicity, socioeconomic status, and levels of power in the community.
- Ability to convene and facilitate meetings with diverse organizations and individuals, including business, civic, nonprofit, government, community, parent and student leaders around complex issues to build consensus and buy-in of literacy initiatives.
- Strong planning and organizational skills.

- Strong analytical skills (financial and programmatic) and the ability to draw conclusions and make recommendations.
- Effective written and oral communication skills and proficiency in computer and web-based information technologies.
- Creative, high-energy, persistent, quick study.
- A strong passion for children in Buffalo's public schools, and a working knowledge of Buffalo's political environment.
- Excellent literacy skills are expected.

Education

- Bachelors degree (preferably Masters degree) in fields such as educational policy and administration, education, creative studies, communications, business management or related fields.

Personal Characteristics

- This demanding job requires a person with a creative and innovative mind, a sharp intellect, excellence in creating and maintaining collaborative relationships, passion for the organization's mission, and a track record for getting things done.
- The successful candidate will enjoy juggling lots of interesting (and often challenging) projects, be a great people manager, will know how to lead effective meetings, have strong project management skills, own a keen political sense, and be willing to work hard.
- Ability to listen and learn, as well as the ability to contribute and teach, and the intuitive knowledge of when to use each strategy, are important characteristics for the person in this position.

Qualified candidates send a cover letter explaining your qualifications and a current resume to:

Helene H. Kramer, Executive Director
 Good Schools for All
hkramer@goodschoolsforall.org

RESUMES MUST BE POSTMARKED BY MAY 30, 2008

See the Read to Succeed Buffalo (www.readtosucceedbuffalo.org) or Good Schools for All (www.goodschoolsforall.org) websites to learn more about who we are and what we're doing.