

Partakers Operations Director Full-Time

About Us

Founded in 1997, [Partakers](#) works to help reduce recidivism by providing community mentoring for incarcerated women and men pursuing their degrees and educational opportunities. Through our [College Behind Bars Mentoring Program](#), the powerful mentoring relationships that Partakers builds profoundly impact our students' lives, their mentors, their families, and their communities.

Students who have graduated from the Partakers College Behind Bars Program show a 2% recidivism rate. Past studies show a 6 year national average of 79% according to the Bureau of Justice Statistics.

In 2021 Partakers launched our new Re-entry mentoring program, the [Partakers' Empowerment Program \(PEP\)](#) in partnership with Brandeis University's Educational Justice Initiative, to guide, mentor, and train returning citizens to help them successfully navigate their return and launch their new chapters. We invite you to hear from the "**Voices of Partakers**" as our students, graduates and mentors tell our [stories of success](#) best.

We believe in the power and the promise of lives transformed—we see it every day. Join Us In Our Work Transforming Lives and Building Futures.

The Opportunity

Partakers is in an exciting period of growth and transition.

We are seeking a passionate, experienced and dynamic **Operations Director** at this pivotal time of expansion and opportunity. This key role will be integral to our ability to build forward on Partakers 25-year history as a vital agent of change, transforming lives and building futures for so many who may not otherwise have had the opportunity to realize their potential.

Partakers seeks candidates with a demonstrated commitment to racial equity and social justice, and with a strong understanding of, and experience with, small non-profit management as well as passion for creating change.

Reporting to the Partakers' Executive Director, who is based in Greater Boston, the Operations Director will assist in overseeing programs and initiatives and contributing to long-range strategic planning to bolster and expand Partakers' impact. The Operations Director will be a



member of the leadership team in a key role that represents an opportunity for professional growth.

Among the range of executive responsibilities, the Operations Director will be responsible for focusing on funding/development, daily administrative operations, leadership and coordination of mentoring teams, collaborative work on program expansion:

Fundraising, Development, and External Relations

- Help to create new and diverse funding strands to ensure sustainable funding.
- Research Grant Opportunities and create a grant calendar
- Write Grants and take responsibility for accurate data, thorough information and timely submission
- Track and monitor all grants
- Provide grant reporting and interact with foundations and grantors.
- Work alongside Partakers Marketing/Communications consultant on all fundraising initiatives, including events and the Annual Appeal, the development of outreach collateral, communications, email campaigns, social media and fundraising materials.

Programming

- Be the key contact for Mentor coordinators and the Student Coordinators. Create a communication flow and a reporting system to track mentors, community outreach and meetings, mentor recruitment, communication and student mentor analytics and interactions.
- Collaborate on data collection systems with program directors to ensure Partakers has accurate data for funders.
- Collaborate with Partakers Executive Director to initiate and carry out new strategies and approaches to help achieve the organization's vision, strategic priorities, and goals designed to apply Partakers unique mentor model to reduce recidivism, support in-prison education programs and ease the transition of re-entry.



Administrative Operations

- Responsible for overseeing and managing a network of 400 plus volunteer mentors and the coordinators of the mentor programs.
- Assist in developing and overseeing programming budgets, including expenses and revenue projections.
- Oversees all program management and the program coordinators
- Responsibilities include collaboration with the Executive Director and Treasurer for administrative compliance, grant management, budgets, and financial reporting.
- Oversees business operations and office management
- Support and model an inclusive climate that fosters transparency, trust, and shared decision-making.
- Work alongside Partakers Marketing/Communications consultant to expand social media reach, coordinate cross-partnerships, manage marketing materials and elevate the organization's public profile.

Our Ideal Candidate

Partakers is seeking a team leader with strong interpersonal skills. You are a great juggler with a positive outlook and a good sense of humor who shares our mission-driven focus to change the narrative for incarcerated and formerly incarcerated individuals and the belief that education and the support of caring mentors is the key to creating lasting change. The ideal candidate should be passionate, empathetic, and dedicated to creating transformative relationships and building on the success of the Partakers model while ensuring its stability and long-term success

You will possess many of the following attributes/experiences:

- Strong management skills and the understanding that within small not for profit organizations it is “all hands on deck” and no task is too small or too large to dive into
- Be a creative problem-solver
- Be flexible and willing to go the extra-mile and beyond when needed.
- Know that understanding and being empathetic of others is essential to building strong networks.
- The ability to think on your feet and pivot as needed and be able to “show-up” where and when necessary



- Have experience and relationships in the philanthropic, nonprofit and/or business sectors, with experience securing financial support from a variety of sources,
- The ability to build awareness of and support for important initiatives, and successfully cultivate and nurture donors over time; as well as **experience with grant writing**
- **Depth of understanding of the carceral system**, especially in Massachusetts, as well as strong knowledge of the impact of education and mentoring for both incarcerated students and returning citizens
- A commitment to bringing a racial equity lens to the role with a deep understanding of how systems of oppression have affected diverse communities and a passion for and a demonstrated commitment to social change.
- Experience in administrative, program operations, grant and budget management, **and people management**
- Solid understanding of the importance of data collection and use
- Strong digital skills including working knowledge of Google Docs, Excel, MS Word, email platforms including Constant Contact and social platforms -LinkedIn, Instagram...
- Given Partakers focus on the importance of education especially as a key to reduce recidivism and set a foundation for re-entry, a higher education degree is preferred but not required as we respect life experience.
- **Strong creative thinking and analytical skills, excellent verbal and written communication skills, public speaking, and the ability to represent Partakers at the national, state, and community levels in a professional, engaging, and dynamic manner. The ability to tell our stories and make the case for the power of our programming.**
- Demonstrated experience developing effective working relationships with people from diverse backgrounds, leading groups, developing talent, and following a collegial and team-building approach that engenders trust, with an eagerness to work hands-on to grow and strengthen organizations.



Location, Compensation and Benefits:

This is a full-time position. While this is primarily a remote position, there is the expectation that the Operations Director may be required to attend events representing Partakers throughout Massachusetts, will meet with potential funders and attend site visits as required, will meet in-person with Mentor teams and attend training and info sessions as needed and will from time to time work as needed at the Partakers' Auburndale, MA office. The ability to commute to the Partakers office and off-site meetings as needed is required.

The salary for this position is commensurate with experience. Annual Salary = \$75,000 with a benefits package that includes health and dental insurance-options to be determined. 10 working days of paid vacation/PTO plus all federal holidays.

