Title:	Executive Director of Breakthrough Manchester
FLSA Status:	Full-time, Exempt
Department:	Breakthrough Manchester
Supervision:	Assistant Head at The Derryfield School

Organization Profile:
Breakthrough Manchester is a six-year, summer-intensive, tuition-free academic program with year-round support for promising middle and high school students from marginalized communities. These motivated students are, in turn, taught by talented high school and college students who are trained and mentored by Breakthrough staff and professional educators. Through this unique “students-teaching-students" model, the program provides a path to college for its younger students while inspiring older students to consider careers in teaching and educational leadership. Breakthrough Manchester is one of 25 affiliates of the Breakthrough Collaborative, a national network of programs that touch the lives of thousands of youth through this model.

The Derryfield School founded Breakthrough Manchester in 1991 to strengthen ties with the Greater Manchester community. Derryfield partners with Breakthrough, offering in-kind support for office and program space as well as administrative and technology support. The middle school program is hosted on Derryfield’s campus, and the high school program is hosted at Southern New Hampshire University.

Position Summary:
The Executive Director is responsible for organizational leadership, program quality, and financial oversight of Breakthrough Manchester at The Derryfield School.

Essential Duties and Responsibilities:

Related to Breakthrough Manchester

- Articulate and elevate Breakthrough's mission to participants, funders, community and school leaders, and the community at large.
- Implement and continually refine Breakthrough's strategic vision and direction.
- Build and maintain strong relationships with Breakthrough institutional partners, The Derryfield School, and Southern New Hampshire University, through networking, attending events, and regular communication.
- Foster a climate that attracts, retains, and motivates a diverse year-round and high-quality seasonal staff, providing active supervision and management.
- Function as “Head of School” for Breakthrough Summer Program, overseeing all aspects of academic and community programming as well as budgeting and program administration.

- Ensure diligent management of Breakthrough's operating budget: develop and monitor an annual budget to ensure Breakthrough covers direct expenses and reflects organizational and strategic priorities.
- Work closely with the Director of Philanthropy and Communications to diversify and deepen funding sources to sustain Breakthrough's operating budget; establish and cultivate relationships with individual, corporate, and foundation donors; and strategize on communications that elevate all aspects of the program to the broader community.
- Continually collaborate with the Program Director on all program components, from student and teacher recruitment and training to program management.
- Partner with Breakthrough Collaborative to align programs with national standards and benchmarks.
- Build and maintain strategic partnerships with organizations that help further Breakthrough Manchester's mission and advocate for Breakthrough's interests in the Greater Manchester community.
- Ensure effective program assessment and evaluation, develop policies and procedures to support an effective, engaging, high-functioning, and efficient organization that holds partners and participants to high standards.
- Engage an Advisory Committee to support Breakthrough through guidance, positive community connections, and fundraising.

Related to The Derryfield School

- Collaborate with the broader Derryfield External Affairs team to promote and foster Derryfield and Breakthrough being "Better Together" in both word and practice.
- Adhere to all policies and practices of The Derryfield School.
- Partner with the Head of School, Assistant Head of School, CFO, and Director of Facilities on matters that cross over between Derryfield and BTM.

Related to College-Bound at Southern NH University

- Uphold the Memorandum of Understanding between SNHU and Breakthrough Manchester.
- Work closely with the College-Bound administrator at SNHU to ensure seamless continuation of the program from middle school through high school for Breakthrough Scholars.

Skills and Knowledge:

- Strong understanding of issues affecting educational equity and access to higher education.
- Understanding and appreciation of the stages of adolescence from age 10 to 23.
- Excellent communication and motivation skills; the ability to write and speak persuasively and to build, manage, and empower an effective team.
- Proven organizational skills, including the ability to initiate and follow through on ideas and balance many projects, both independently and collaboratively.
- Strategic and respectful "bridge builder," able to foster partnerships with people of diverse socio-economic, cultural, and political backgrounds.
- Robust leadership skills that foster growth, high expectations, joy, and forward momentum.
- Proficiency with various computer and web-based applications, including Google Suite, Salesforce CRM, and Blackbaud Raiser's Edge; a growth mindset regarding digital tools.
- Willingness and ability to work flexible hours, including select evenings and Saturdays.

Education:

- A four-year degree from an accredited college or university is required; an advanced degree is preferred.

Experience:

- A minimum of five years of relevant experience in school leadership or non-profit management, preferably in the field of education or youth services.
- Proven record of fundraising success with individual, corporate, foundation, and government grant support.

Physical and psychological demands:

- Must be physically and mentally capable of performing multiple tasks simultaneously and consistently functioning well in a fast-paced environment.
- Must be capable of using a visual display terminal with a keyboard.
- Must have a driver's license and reliable transportation.
- Must have a strong commitment to and ability to execute superior customer service.
- Must be able to effectively give and receive feedback.
- Must exhibit the following qualities to be a successful team player:
    - Trustworthiness and the ability to fully trust other team members.
    - Ability to communicate in a timely and professional manner to address conflicts.
    - Strong evidence of ownership and accountability for all aspects of work responsibilities.
    - Consistent and superior attention to detail and results.

The position is full-time (12 months) and qualifies for a competitive benefits package.

Compensation:

- Salary range starts at 80K, commensurate with experience, and includes a competitive benefits package.

Application Instructions:

Please email your resume, complete contact information (including phone and email) for three relevant references, and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position. Your cover letter should indicate your salary expectations for this year-round position. Materials should be emailed to Deborah Bremberg, Human Resource Manager, for initial review at dbremberg@derryfield.org. EOE.

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

Revised February 2026