



Director of Educational Programming

The Squash and Education Alliance (SEA) seeks a Director of Educational Programming (DEP) to lead efforts to improve academic outcomes and create enriching academic experiences in the summer for our network's students. Reporting to the Managing Director, the DEP will manage SEA's academic initiatives and events, provide trainings, resources, and retreats to SEA network staff, and promote best practices in academic programming and curricula among SEA member programs. The DEP will strengthen and build relationships with peer organizations and with independent schools and colleges to learn from and expand academic opportunities for our students. Specific responsibilities will include but not be limited to:

Academics & Student Support

- **Summer school programs** – Oversee, strengthen and increase the size of SEA's summer school placement program, which currently places 50 students from across the country at independent boarding schools and colleges for multi-week (mostly overnight) academic programs. Lead SEA's internal application, placement, and support process for students. Coordinate and participate in summer visits to schools to meet with students and school administrators. Act as a liaison between schools and member programs. Current partners include Brown, Harvard, Northwestern, University of Chicago, Exeter, Andover, Choate, and Taft.
- **Changemakers Tour** (*formerly "Citizenship Tour"*) – Organize all aspects of the 10-day educational trip from New York City to Washington, DC that SEA operates each July for 16 high school students from across the network. Hire, train, and manage support staff. Lead communications and reception planning for two tour events. Attend and lead the 10-day trip.
- **Best practices & staff support** – Lead staff calls, trainings, and retreats with SEA member program staff in academic departments. Provide guidance to academic network staff.
- **Academic innovation grantmaking** – Develop a framework and process for academic grantmaking to administer grants to programs advancing academic excellence in the network.
- **Independent school and college relationships** – Develop and strengthen relationships with independent day and boarding schools and colleges to invite collaboration and partnership for opportunities for our students.
- **SEA academic awards and contests** – Manage SEA's national academic contests as well as the Ty Griffin and Future Star Awards.
- **Academic events** – Organize independent day and boarding school fairs, meet & greets, and additional programming running alongside SEA's national squash events.

Operations & Data Management

- Serve as staff liaison to one of SEA's Board of Directors' committees.
- Collaborate with the Director of Development to generate content for communications e-newsletters. Send periodic emails to supporters who fund academic and alumni initiatives.
- Manage data collection, analysis, and reporting of independent school and college data.

Desired Qualifications & Experience

- Bachelor's degree from a four-year university or equivalent experience.
- Experience teaching and/or working with children in an educational setting.
- Familiarity with the college access and success challenges of first-generation college students.

- Passionate about youth development programming for underserved youth.
- Driver's license and willingness to drive a 15-passenger vehicle.
- Experience as a volunteer, alumni, or staff member of an SEA member program a plus.

Skills

- Enthusiasm for creating unique educational experiences for students.
- Excellent organizational skills, detail-oriented, and the ability to manage multiple projects.
- Self-motivated with a proven track record in initiating and successfully leading groups or projects.
- Exceptional interpersonal skills to build strong relationships with various stakeholders, including summer school partners, academic staff, students and alumni.

Location, Hours, and Vaccine Requirement: SEA's main hours of operation are Monday-Friday, 9am-5pm, and our office is located in the Financial District of Manhattan. SEA currently has in place a hybrid model of 3 days in the office per week and will continually monitor its policy as public health and other circumstances permit. This role includes regular travel and visits to SEA member programs and periodic attendance at regional and national events. *All SEA staff are expected to show proof of full vaccination (vaccine plus booster(s)) at start date.*

Travel (approximately 40 days annually)

Overnight travel during the summer includes:

- *Changemakers Tour:* 10-day mid-July event (NYC and DC)
- *National Tournaments:* Individual Nationals in June; Alumni Nationals in August
- *Summer School Visits:* Five 1-day visits to private schools or colleges for summer programming

Other overnight travel includes:

- *National Tournaments:* Team Nationals in January or February
- *Member Program Staff Retreats:* Two 2-day retreats at member programs
- *SEA Team Retreats:* One 2-day retreat in the fall, three 1-day quarterly meetings in NYC
- *SEA Member Program site visits:* occasional 1-day site visits

Compensation & Benefits: \$75,000+. Benefits include 4 weeks of vacation annually, health insurance, and, after one month of full-time service, a 401K matching plan. One-to-one comp days are provided for overnight events that take place on weekends.

Desired Start Date: July-September 2022

About SEA

SEA is the umbrella organization and governing body of a network of 19 U.S. nonprofits and 5 international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. Ninety-four percent of the high school graduates of our U.S. member programs matriculate to college, one-third attend top-100 ranked colleges, and more than two-thirds earn degrees in six years or less. SEA leads this network by launching new programs, promoting best practices to ensure the highest quality programming among member organizations, and providing additional educational and athletic experiences for students and alumni of our member programs.

SEA is committed to diversity, equity, and inclusion. Please visit our [website](#) to read our full statement.

We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.

Interested? Candidates should send a resume and cover letter to info@squashededucation.org.