



Job Posting

Position Title: Manager, Network Growth and Sustainability

Direct Supervisor: Director of Expansion

Employment Type: Full-Time Exempt (40 hours/week)

Position Posted On: November 10, 2022

Salary Range: \$50,000-\$65,000

Applications Due By: December 1, 2022

Location: Organization Headquartered in Westport, CT / Remote / Hybrid Work Schedule

Position Start Date: As soon as filled

About Horizons

At Horizons, we envision a future in which every child thrives. Horizons National is the central office of a nation-wide network of education programs that advance educational equity by building long-term partnerships with students, families, communities, and schools to create inspiring learning opportunities outside of school. Horizons affiliates, along with Horizons National (HN), make up the Horizons Network: a powerful community dedicated to increasing opportunity for children from communities that have been historically, systemically, and structurally under-resourced.

The first Horizons program began in 1964 in response to the Civil Rights Movement. For 30 years, the program helped local students accelerate learning and broaden their experiences, including learning to swim. In 1995, HN was formed to spread the successful model to new communities. Today, there are 74 Horizons sites in 20 states, and the Network continues to expand every year. In addition to program expansion, HN is responsible for supporting our growing Affiliate Network with a suite of training and resources, professional development, peer-led communities of practice, and Network convenings including the Horizons National Annual Conference & Meeting.

About Horizons National

At Horizons National, we have two primary roles: to expand the Network and to support and provide quality assurance to affiliates. The Horizons National staff is lean and motivated by our mission, working collaboratively across teams to ensure that we achieve our goals. Each staff member contributes their unique strengths to the organization and has continued opportunities to learn, share ideas, take innovative risks, and think strategically. Often, as staff members expand their skills over time, their roles may evolve. Just as we work to ensure caring, welcoming environments for Horizons students, we also prioritize the well-being of our National staff - offering flexible work schedules, generous benefits packages, remote work options, various communication channels, and opportunities to connect with colleagues both during and outside of work hours.

Our Commitment to Equity, Diversity, and Inclusion

As an organization whose central purpose is to mitigate inequities in education, Horizons is committed to Equity, Diversity, and Inclusion (EDI), and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDI is central to Horizons National and our affiliate Network, though we acknowledge we have a long way to go to. We have prioritized ensuring that the Horizons National Board and team is diverse and inclusive, and that the entire Horizons Network is empowered to bring their authentic selves to their roles.

Given our Network-wide commitment to EDI, the ideal candidate for this role at Horizons National must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously. We are eager to welcome future HN team members who share our commitment to EDI, and we strongly encourage individuals from diverse backgrounds to apply.

Position Summary

The Manager, Network Growth and Sustainability (NGSM) is a key member of the Growth and Sustainability Team and works with the Director of Expansion and the Executive Vice President (EVP) to support growth of the Horizons Network and help identify new opportunities for more students to participate in Horizons programs. This primarily administrative role is responsible for external communications, resource development, and Salesforce data collection related to expansion, with opportunities for professional growth within the organization. The person in this position tracks host school prospect progress towards becoming a site or an affiliate, helps research new partner communities and funding opportunities, coordinates site visits and presentations to attract new prospects or funders, and helps coordinate the services provided by HN when launching new programs. The Manager, Network Growth and Sustainability works alongside the Director of Expansion and EVP to support affiliates through challenges and transitions. The NGSM will also help plan the HN National Conference, track summer site visits, and participate in other projects as needed.

Primary Position Responsibilities

- Use Salesforce to track expansion prospects and support data system needs.
- Maintain Expansion Pipeline and prospect contact information for outreach.
- Work with the Director of Expansion and Horizons National Marketing and Communications staff on quarterly prospect newsletter and other communications targeting school partner prospects.
- Collaborate with all Horizons National departments to ensure that new sites receive all necessary training, materials, and resources.
- Support affiliate financial analysis working closely with the Data Team to collect information from affiliates and conduct analysis.
- Coordinate and track summer site visits and conduct end of summer site visit data analysis.
- Maintain schedule and agenda for Regional Community of Practice meetings.
- Conduct research in priority communities to identify partnerships, resources, and growth opportunities.
- Identify events, conferences, and membership associations where Horizons National can connect with potential partners.
- Maintain the Growth and Sustainability team's master calendar, keeping track of conference, funder, and other key deadlines and dates.
- Work with the EVP to track and distribute expansion funding, including launch funding and contracts with new sites.

- Under the guidance of the EVP and Director of Expansion, provide support to pilot programs and special growth initiatives as needed.
- Support Affiliate Board Council by maintaining contact lists, creating and distributing materials, and taking notes at meetings.
- Assist with Horizons National Conference planning as needed.
- Maintain agenda for Affiliate Support Group team meetings.
- Provide administrative support to the EVP and Director of Expansion as needed.

Ideal Candidate Qualifications and Experience

At Horizons National, we know there are countless ways to learn, grow, and excel professionally. We respect this when we review applications, and take a broad look at the experience, skill set, and preferences of each applicant. We want to get to know you and the unique strengths and perspective you will bring to the work. We are most likely to be interested in your candidacy if you bring many of the attributes and experiences listed below.

- Excitement about and commitment to the mission of Horizons National.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Interest in participating in EDI-related work.
- Excitement about peer-to-peer learning and collaborative work across organizational and Network-wide teams to achieve common goals.
- Ability to balance an organized and detail-oriented approach with a flexible and adaptable working style.
- Strong written and verbal communication skills, with experience working with different styles of communication.
- Capacity to be self-driven and reliably meet deadlines with competing priorities in a fast-paced environment.
- Excellent client-service orientation, support, and follow-through.
- Experience working with budgets and financial models.
- A commitment to innovation and continuous learning.
- Experience with independent schools, institutions of higher education, or relevant educational institutions.
- Ability to work effectively with senior-level leadership, boards of directors, funders, and donors.
- Solid in-person and virtual presentation skills.
- Ability to travel to prospective sites and conferences. Travel frequency and location will vary depending on events, prospects, and regional growth.
- Experience using Microsoft Office programs; experience with Salesforce preferred, with on-the-job training available.

Compensation and Benefits

- Salary \$50,000-\$65,000
- Paid Time Off
- Medical/Dental/Vision Coverage
- 401k with Company Contribution
- Paid Holidays
- Long-Term Disability and Life Insurance
- Short-Term Disability and Personal Leave
- Telecommuting Opportunities and Flexible Work Schedules
- Professional Development
- Commitment to Equity, Diversity, and Inclusion

Application Process

- Interested applicants should email a cover letter and resume to jobs@horizonsnational.org. No phone calls please.
- Selected applicants will be contacted by the Hiring Manager, Alison Marcell, to set up an interview.
- Interviews will be scheduled on a rolling basis and may include both phone and in person interviews with one or more Horizons National staff members.
- Questions may be directed to jobs@horizonsnational.org.
- People of color and members of other historically excluded groups are welcome, and encouraged, to apply.

Horizons National is an Equal Opportunity employer. Employment opportunities at Horizons National are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race; color; religion; sexual orientation or transgender status; gender identity or expression; pregnancy or related medical conditions; workplace hazards to reproductive systems; national origin and ancestry; age; veteran status; current physical or mental disability or history of; intellectual or learning disability; genetic information; homelessness status; sexual harassment; marital or civil union status; lawful activity outside of the workplace such as tobacco use; or any other characteristic protected by law.