

**ABOUT ISLES YOUTH INSTITUTE:**

Isles Youth Institute (IYI) offers alternative education opportunities for youth who have struggled in conventional school settings. IYI is a leader in the YouthBuild network and is proud to offer a program that builds on years of effective YouthBuild programming. IYI supports youth to earn their high school equivalence diploma, develop vocational skills, and enhance their overall life skills. Isles has developed an effective developmental approach for students ages 16 to 24, and supports IYI students holistically to ensure their academic, job, and life success.

*Theory of Change: By empowering opportunity youth with the academic and personal development skills needed to achieve self-reliance, and providing a supportive, safe environment, the ability of IYI students to achieve their goals will improve, changing their educational and life outcomes.*

**ABOUT THE DIRECTOR POSITION:**

The Director will steer Isles Youth Institute into its fourth decade of providing essential services to Trenton's underprepared opportunity youth. The Director leads a committed staff of 10+ individuals who work with students to ensure they are able to meet their goals, starting with high school equivalency, job training, and life skills development. The Director is IYI's representative with key stakeholders, and develops and sustains relationships with key figures in the community to secure partnerships, relationships, funding, and program opportunities for the advancement of IYI and its students. The Director works closely with the Managing Director in developing strategies to meet IYI's goals, and to incorporate Isles services and programs throughout IYI's programming and activities.

**POSITION DETAILS:**

IYI Leadership

With Isles leadership, the Director will provide direction and vision for IYI's growth and development, and support the 10+ IYI dedicated staff members in meeting the educational and community-focused goals of IYI. The Director will establish and sustain a supportive and compassionate school and workplace culture, while ensuring effective academic quality in the classroom, and aligning program goals and objectives with grant requirements, staff activities, and student outcomes. The Director will coordinate with Isles peers to collaborate and create opportunities for IYI graduates, staff, and partners to utilize and contribute to other service areas within Isles.

Administration and Management

Working with the Managing Director and Isles Administration, the Director will manage departmental budgets and expenses, ensuring appropriate spending and management of funds. The Director will manage existing grants and identify and secure new sources of funding to advance the goals of Isles Youth Institute and related youth services. The Director will develop and sustain effective management systems and workflows to efficiently document and implement processes related to IYI activities and student services.

Community Engagement and Outreach

The Director will represent IYI in various community settings, linking IYI's goals and services with existing community initiatives, and seeking out partnerships and collaborations to increase students' opportunities during and after their time at IYI. With IYI staff, the Director will ensure effective recruitment of prospective students, families, employers, social service providers, and other programs, related, in particular, to violence prevention.

**WHO WILL BE SUCCESSFUL:**

Successful candidates want to work in a unique *think, learn and do community-focused setting*.

They bring a critical commitment to the delivery of services, applying knowledge, skills, and best practices to improve and expand IYI's and Isles' work. They are skilled in identifying opportunities, partnerships, funding sources, and efficiencies to broaden and deepen our service offerings, while ensuring that community members' interests remain the priority of projects and programs.

They are able to adeptly lead in varied settings, working effectively with colleagues, public and private sectors, and community-based stakeholders.

**QUALIFICATIONS:**

**Required Qualifications**

- Degree from a four-year college or university in education or a related field
- At least 5 years of experience working with families and students and coordinating school-related activities
- Ability to develop and maintain relationships with urban youth, demonstrating empathy and compassion for them
- Flexibility and adaptability to a changing, fast-paced environment
- Excellent communication skills and an ability to motivate others
- Ability to multi-task and facilitate large group meetings
- Ability to work with staff to successfully support/establish new and existing programs
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance

**Preferred Qualifications**

- Graduate degree in education, social work, administration, or related field
- Experience in an alternative high school setting
- Possession of a valid standard NJ Substitute Teacher Certificate
- Spanish language proficiency

**ABOUT ISLES:**

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

**WHAT IT'S LIKE TO WORK FOR ISLES:**

Throughout its 40-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 90 employees, plus a corps of volunteers and an engaged Board of Directors.

**COMPENSATION:** \$72-\$78K plus comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

**HOW TO APPLY:** Interested candidates should submit cover letter, resume and recent writing sample to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.