

Horizons at Foote School



Mission

Horizons at Foote advances educational equity through a robust academic and enrichment program that builds on long-term partnerships with families and communities to provide a joyful, safe, and inspiring learning environment that empowers students from New Haven Public Schools to thrive in an ever-changing world.

Diversity Statement

Diversity, equity, belonging, and justice are central to our mission. Horizons at Foote engages in respectful partnerships with families to narrow education and opportunity gaps. Through our joint efforts, we nurture a sense of belonging in each member of our community. We embrace diversity in staffing, leadership, and governance so that students see themselves in the adults they interact with. Our curriculum honors the communities from which our students are drawn, and our social-emotional learning celebrates the differences and similarities we share in our emotional responses to the world around us.

Horizons at Foote Program

Students spend six weeks every summer from grades K-8 on the campus of The Foote School. In small classes led by professional teachers, students dive into a rich curriculum focusing on reading, STEM, and art. Swimming and other confidence-boosting activities break down barriers to success and expose children to new opportunities. Students join Horizons the summer after kindergarten and return to the program each year through 8th grade, building lasting relationships with their teachers and peers and developing life skills essential for their success. This past year, we piloted the High School Mentorship program supporting 9th grade during the school year and ensuring they have meaningful opportunities as they navigate high school. In addition, students can intern as alumni after completing their 9th-grade year.

Program Goals

- Prevent summer learning loss through fun, experiential, and challenging academic enrichment taught by experienced teachers.
- Expose students to hands-on learning in art, music, physical education, fun sports, science and nature, yoga and wellness, and so much more.
- Provide students with two nutritious meals and a snack daily provided by Yale Hospitality.
- Build lasting connections with children, families, and public schools in our greater community.
- Continue to build and strengthen partnership with the Foote School.
- Work during the summer and throughout the school year in collaboration with New Haven Public Schools.

Horizons at Foote Executive Director Job Description:

Horizons at Foote seeks a dynamic Executive Director to lead its Kindergarten through 8th-grade and high school programs on a path forward, to advance equity in education for New Haven Public School students.

Salary: \$100,000

Executive Director Reports to: Horizons at Foote Board Chair & Head of The Foote School

Primary Function:

The Executive Director is responsible for the overall management of the Horizons at Foote Programs: leading faculty and staff, fulfilling fundraising initiatives, managing daily operations, and implementing the strategic goals for a successful program. The director is responsible for supervising one full-time staff member and about 45 contractual summer employees while sustaining a year-round high school mentorship program, including coordination and integration of external partnerships. Working in partnership with the NHPS and other organizations, the Executive Director will promote school readiness and fulfill the organization's mission.

Duties and Responsibilities:

- Program Management and Staff Supervision
- Finance
- Fundraising/Development/External Relations
- Family Engagement
- Perform other or related duties as needed

Knowledge

- Knowledge of educational approaches to implement the 6-week summer program: project-based learning, SEL, staff motivation and evaluation.
- Further development of year-round and high school programs.
- Ability to manage a \$500,000+ budget.
- Excellent communication skills, with the ability to inspire constituents to participate and support the program.
- Ability to work creatively with various stakeholders, including external partners, New Haven Public Schools (NHPS), corporate entities, government agencies, community leaders, students and families.

Skills

- Strong computer skills, including advanced competency in Microsoft Office, CRM database management systems, social media, and others.
- Strong writing and speaking skills.
- Organization: ability to operate independently and delegate to achieve results, as well as manage multiple tasks effectively.

Qualities

- Highly optimistic and enthusiastic and committed to the goals of Horizons at Foote.
- Articulate in written and verbal communication.
- Detail-oriented and organized with a big picture and strategic vision.
- Professional, mature demeanor when dealing with potential donors, media, students and families, staff, and other targeted audiences.

- Confident and adaptable; willing to learn and grow with changing trends.
- Able to foster a warm and inviting school culture and implement core values of the program regularly (Horizons STRONG: Self-Confident, Trustworthy, Respectful, Optimistic, Noble, and Generous).

Specific Job Expectations:

- Set annual strategic and programmatic goals for the K-8th grade program.
- Continue moving the well-established K-8 summer program forward to the next level with the addition of regular social and academic opportunities during the school year.
- Manage the yearly budget and develop additional relationships with corporate and foundational entities to support program expansion.
- Create internal systems to sustain the high school program and expand mentor/mentee participation (Supporting Horizons alumni in high school: test prep, college tours, introduction to Financial Aid, college and career readiness, etc.).
- Build a robust Parents Council.
- Manage all staff with humility, and create a positive and motivating environment aligned with our mission.
- Hire and retain experienced and diverse teachers so they return year after year.
- Additional responsibilities include: fostering positive relations with the Foote School faculty and staff, consultation with Horizons National in support of expansion in New Haven, continue positive external relationships, more as outlined by the board of directors.

Required Education and Experience:

- Bachelor's degree in education, business, non-profit management, or related field.
- Master's degree in an educational realm, business, nonprofit management preferred.
- Experience of non-profit management and a results-proven track record (and/or a combination of education and experience).
- Extensive experience and record of success in annual fundraising campaigns, including corporate, foundation, individual giving, and major and planned giving.
- Experience with special events, public relations, and grant writing preferred.

Individuals interested in being considered for this position should send the following items below to Jean Lamont at jeanglamont25@gmail.com.

- Current Resume
- Cover Letter
- Educational Philosophy
- Two Letters of Recommendation
- List of Three References

Thank you for your interest in Horizons at Foote!