



Nativity Preparatory School is an accredited, tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Staffed by experienced teachers and dedicated volunteers who work closely with families, the school prepares students for success in high school and college. Nativity's academically challenging and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others.

Position: Director of Graduate Support

Job Description: Reporting to the President, the Director of Graduate Support is a member of the school's leadership team. The director is responsible for the oversight of the Graduate Support Office which assists current students in gaining access to top preparatory high schools and accompanies alumni as they progress through high school, college and into careers.

Responsibilities:

School Leadership

- Provides an example of leadership which ensures that the Jesuit mission and Ignatian vision are observed in all aspects of the Graduate Support program.
- Presents quarterly reports to the Board of Trustees on the progress, challenges and needs of Graduate Support programs.
- Manages annual Graduate Support budget, including analysis and recommendations for adjustments and priorities.
- Works with the Graduate Support Committee of the Board of Trustees to advance goals, initiatives and support services.
- Partners with the Advancement Office in recruiting alumni to participate in various fund-raising events, providing data needed for grant writing, and sharing graduate highlights.
- Supervises and supports the Assistant Director of Graduate Support.
- Supports strategic planning initiatives and the overall function and success of the school.
- Participates in daily morning assemblies, weekly administrative staff meetings, quarterly trustee meetings, faculty meetings as needed, faculty/staff retreats, faculty/staff orientation as well as other school activities as needed.

High School/College Access and Success

- Accompany and support all students and their families through 8th grade into high school, college, and career.
- Supports the Assistant Director with the High School Placement process.
- Monitors academic and social progress of all graduates through visits to high schools and colleges, collection of grade reports, and social events.
- Creates and implements programs and supports designed to cultivate high school, college and career persistence and success.

- Provides direct student and family college counseling, including college tours, application assistance, financial aid support and recommendations.
- Manages application, selection, and disbursement process for “Last Dollar Aid” college tuition assistance available to Nativity graduates.
- Collects and analyzes graduate data that can support programmatic design.
- Provides accompaniment and advice to Nativity graduates who are in crisis situations that negatively influence their high school or college performance.
- Ensures that graduates and their families are connecting with appropriate support services and programs offered by their high schools and colleges.
- Assists graduates in their search for summer employment, internships, and career opportunities.

Partnership Development/External Relationships

- Develops, maintains, and grows beneficial relationships with high school, college partners, and scholarship partners.
- Promotes and manages Nativity Prep’s mentor program in conjunction with *BigBrothers/BigSisters of Greater Boston*.
- Supports the ongoing growth of the Alumni Advisory Council.
- Plans and hosts social reunion events to cultivate the Alumni community.
- Maintains on-line social networking sites to stay in touch with graduates and provide relevant and engaging content.
- Cultivates partnerships with career pipelines in various industries including summer youth employment, internships, and job opportunities.

Qualifications:

- Experience in working with underrepresented and underserved youth.
- Comprehensive knowledge of the college application and financial aid process.
- Sound understanding of persistence factors for first-generation college students.
- Familiarity with local high schools and the application process.
- Strong interpersonal/human relations skills.
- Ability to self-motivate and be proactive.
- Strong verbal and written communication skills.
- Mission driven, team player.
- Patience, kindness, creativity, humor, initiative.
- Openness to embracing and promoting the Jesuit mission of Nativity Prep.

Salary commensurate with experience.

To apply send cover letter and resume to:

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