



## Boston Nonprofit Seeks Director

*National organization supports community organizations that use media, information and communications technologies to address the needs of low-income communities through the placement, training and support of AmeriCorps\*VISTA members*

The CTC VISTA Project seeks an experienced and energetic individual to lead our organization into its eighth year of operation and beyond. A sponsored project of the College of Public and Community Service at the University of Massachusetts, Boston, the CTC VISTA Project supports community organizations that use media, information and communications technologies to address the needs of low-income communities through the placement, training and support of AmeriCorps\*VISTA members.

Attached is a description of the Director job position, its responsibilities and qualifications. Applicants should demonstrate experience with organizational administration and outreach. Experience with effective communications and partnership building on both an individual and organizational level will be highly valued.

For more information about the CTC VISTA Project or the Director position, please visit our website, <http://ctcvista.org> or contact Assistant Director Ben Sheldon at (617) 287 – 7122 or [ben@ctcvista.org](mailto:ben@ctcvista.org).

**All resumes must be submitted through Human Resources**

Reference Job Number: 155f

Send resume, cover letter and three references (name, address and phone number) to:

Office of Human Resources  
Quinn Admin. Bldg., 3rd Floor  
UMass Boston  
100 Morrissey Blvd.  
Boston, MA 02125

Or apply online:

[http://www2.www.umb.edu/human\\_resource/job/show\\_detail.php?id=1813](http://www2.www.umb.edu/human_resource/job/show_detail.php?id=1813)

## **Director, CTC VISTA Project**

### **General Summary of Position**

The Director will direct all administrative aspects of the UMass Boston (UMB) sponsored CTC VISTA Project. This includes maintaining partnership relations with UMB departments and personnel—including the College of Public and Community Service (CPCS) Dean's Office and Office of Research and Sponsored Projects—and the Corporation for National and Community Service (CNCS), the primary grantor of the CTC VISTA Project. The Director will set goals and priorities in collaboration with all stakeholders and guide the work of the Assistant Director and other Project staff and volunteers. The Director will provide direction and guidance to remotely serving Americorps\*VISTA members and their supervisors and establish procedures for carrying out on-going monitoring of organizational development and program performance. The Director will analyze and report project performance for diverse stakeholders; act as a liaison and facilitate interactions between Principal Investigator, Advisory Board, and Project staff; oversee budgeting and fiscal administration in collaboration with UMB budgeting and grant oversight staff. The Director will lead marketing and outreach efforts; build and develop external relationships with Project participants, partners and funding organizations; represent the Project at local and national events and conferences. The Director will ensure the overall sustainability and success of the Project and its commitment to the use of media and technology for social change and empowerment of low-income people.

### **Examples of Duties**

Set strategic goals and objectives for the Project; report to Principal Investigator and stakeholders on Project goals, performance and overall sustainability; maintain Advisory Board through development of rules, meetings and membership; collaborate with Assistant Director to develop and improve systems for program management and oversight;

Maintain and develop Project relationships with CNCS and UMB departments and staff; develop partnerships with local and national organizations within the greater nonprofit and technology and media field; communicate strategically with individuals and organizations; develop marketing and outreach materials; act as the primary voice of the Project;

Complete and file reapplication papers with CNCS; coordinate with Assistant Director to compile and submit all required Program Progress Reports; coordinate financial reporting with the UMB Office of Research and Sponsored Projects; respond to all inquiries and issues emanating from the CNCS oversight office;

Supervise the Assistant Director in overseeing program and VISTA applications and to ensure proper program administration and oversight;; provide direction for the completion of applications, recruitment matching and CNCS approval arrangements;

**Minimum Qualifications:**

1. Required: In-depth knowledge of nonprofit administration, typically gained through extensive experience in this sector (5-10 years); strong leadership, outreach and communications skills; demonstrated analytic ability and reporting skills; ability to link visions and needs of various stakeholder groups into a cohesive whole; ability to work effectively with diverse groups of people;
2. Experience marketing and outreach necessary with print design, website development or multimedia production a plus;
3. Experience with community technology programs and programs operated by CNCS and UMB a plus;

**Supervision Received:**

The Director will be supervised by the grant's Principal Investigator.

**Supervision Exercised:**

Directly supervises the Assistant Director, and may supervise part-time staff and consultants. Will coordinate supervision with the Assistant Director for any VISTA Leaders assigned to the Project and any AmeriCorps\*VISTA members assigned to work in Project Headquarters.

**Salary and Application Information**

Annual Salary: \$55,600 to \$77,842 Hiring Range: \$55,600 to \$66,721 Normal Hiring Range: \$55,600 to \$61,161 Professional Staff. Grade level 33. Grant Funded. Benefited.

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*Among the procedures which may be used to select personnel to fill vacant positions are review of work experience, reference checks, and interviews. All qualified applicants will receive consideration without regard to age, race, color, creed, national origin, sex, sexual orientation, disability or status as a Vietnam era or disabled veteran. All appointments and promotions will be effective on a Sunday.*