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www.projectthinkdifferent.org

PROGRAM AND OPERATIONS MANAGER

About Project: Think Different

Project: Think Different is an empowerment media organization that is creating a renaissance in the media arts and popular culture that increases civic engagement and dialogue to ensure equity and fairness. We use music, video, and online media as an organizing tool to reach those disengaged and to inspire them to “think differently” and think big about their ability to create positive change in their lives, communities, and society at large. Project: Think Different's (PTD) messages fuel empowering beliefs about our ability to create positive social change.

About The Position:

The Program and Operations Manager will advance Project: Think Different's vision and goals through the following areas:

1. **Program Strategy.** Develop and implement program growth strategy in conjunction with the President.
2. **Organizational Vision and Leadership.** Work with the President to set an organizational vision reflecting the diverse perspectives of artists, students, staff, and community allies. Provide a strong leadership presence while furthering volunteer ownership and innovation. Manage day-to-day operations of Boston office.
3. **Development, Mentorship, and Evaluation.** Develop, support, and continuously improve programs in collaboration with PTD staff, facilitators, volunteers and Action Tank. Supervise and mentor staff, facilitators and volunteers. Project manage key programs and events. Promote evaluation by artists, participants, volunteers, and staff to ensure quality programs.
4. **Collaboration and Relationship Building.** Create and sustain partnerships with non-profit, arts, media, higher education, legal, philanthropic, and financial communities.
5. **Fundraising and Resource Identification.** Direct and implement fundraising efforts, including cultivating relationships with corporate sponsors and identifying creative resource partnerships. Direct and implement financial management activities.

Qualifications

Project: Think Different's **Program and Operations Manager** will be:

- A dynamic, passionate leader with the ability to bring focus and inspiration to the staff, volunteers, and Board.
- A strategic thinker and an entrepreneur.
- Capable of integrating staff and volunteer's ownership of dynamic programs with the institutional stability and long-term vision necessary to deliver quality programs.
- Flexible, open-minded, and collaborative.

The **Program and Operations Manager** will also have the following professional qualifications:

- A minimum of 2 years program management and staff supervision experience is strongly preferred.
- Excellent oral and written communication skills.
- Experience with strategic planning and organizational development issues; supervising staff and working effectively in a fast paced environment requiring initiative, reliability and resourcefulness; fund-raising; and managing budgets.
- Ability to work effectively in and with diverse communities.
- Bachelor's degree. Advanced degree in relevant field is valuable but not required.

Compensation and Location

Salary is in the high \$20's to mid \$30's commensurate with experience. Program and Operations Manager is responsible for fundraising a portion of their salary. This position will be based in downtown near the State House in the historic Beacon Hill area of Boston.

How to Apply

Project: Think Different

ENTERTAINING CHANGE.

Applicants should send a cover letter and resume to Scherazade Daruvalla King, by email to scherazade@projectthinkdifferent.org (preferred), or by regular mail to 14 Beacon Street, Boston, MA 02108. Visit our website at www.projectthinkdifferent.org.