



YouthBuild Philadelphia Charter School
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Philadelphia PA 19122
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Job Title: Senior Director of Engagement & Retention

Full-Time

Reports To: Chief Program Officer

Supervisory Responsibilities: Yes

YouthBuild Philadelphia Charter School

[Location: Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self-aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability and personal development*, and become *critically conscious* leaders within their communities.

Job Summary

The Senior Director of Engagement and Retention provides leadership for the overall direction and strengthening of the engagement and retention strategy across YouthBuild Philadelphia Charter School's programming. This individual is responsible for ensuring delivery of high quality enrichment and supportive programming that is designed to foster applicant, student, and alumni belonging, support, leadership, and ultimately retention with YouthBuild. The engagement and retention team, which consists of Student Life, Student and Alumni Success Management, and Program Operations, works to complement YouthBuild's skill development team by collaborating around academic and workforce learning objectives while developing programming that enriches the personal and professional development of applicants, students, and alumni.

The engagement and retention strategy at YouthBuild Philadelphia Charter School must be a comprehensive and integrated schoolwide plan. Therefore, the Senior Director of Engagement and Retention is a critical member of the Senior Leadership Team at YouthBuild Philadelphia. As a member of the Senior Leadership Team, this individual will be responsible for advising and updating the leadership team around enrollment and retention targets, ensuring that the restorative practices framework is at the heart and center of all school wide initiatives, appropriately informing and managing the budget as it relates to enrollment and retention, and modeling fair practice in decision making on behalf of the school.

Responsibilities and Duties:

- Provides support and guidance to key student support departments and overall programming in order to achieve and consistently maintain a school wide retention rate, including applicants, students, and alumni, of 80% or higher.
- Reviews and makes recommendations to the Senior Leadership Team around enrollment and retention projections and improvement to the organization's engagement and retention strategy.
- Supports the delivery and coordination of high quality biweekly training and professional development workshops for approximately 80 school comprehensive staff.
- Uses data to make strategic decisions that will allow YouthBuild to meet or exceed retention targets by the end of the year.
- Actively participates in the Board of Director's Program Committee to enhance program implementation and standards, as well as to keep the Board informed of program developments and progress.
- Effectively supervises and supports the professional growth and development of the Director of Student Life, Director of Student and Alumni Success Management, and the Program Operations Director, in a way that advances the school's mission and vision.
- Consistently models restorative practices and supports the strengthening of restorative practices across the YouthBuild community.
- Leads biweekly engagement and retention team meetings to discuss operational and strategic planning around applicant, student, and alumni support.
- Establishes and actively strengthens mission critical partnerships around barrier reduction/removal, essential life skills, and applicant referral opportunities.
- Provides consistent oversight and project management support for graduation and student mental toughness/orientation planning.
- Oversees the planning and implementation of school wide special events including but not limited to the international spring break service trip, community Thanksgiving celebration, staff appreciation day, and the

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MLK Day of Service, among other school wide events.

- Develops, implements, and assesses applicant, student, and alumni engagement spaces designed to to facilitate racial and other social identity development.
- Oversees the YouthBuild reengagement process to ensure that the system for reengaging students is equitable, reflective, student centered, and that it consistently involves critical staff necessary for meaningful student re-engagement.
- Reflects school-wide commitment to developing critical consciousness with young leaders via deep consideration of social identities and racial literacy priorities.
- Represents YouthBuild at public events and interface with partners and funders, as necessary.
- Oversee the operating budgets for the engagement and retention team.
- Other responsibilities as assigned by the Chief Program Officer.

Qualifications

YBPCS requires the following qualifications for this position:

- Master's degree or equivalent experience with at least seven of supervisory experience in a youth development non-profit or school based environment;
- Principal's certification preferred **but not** required;
- Demonstrated ability to motivate staff through effective leadership, mentoring, coaching, development and evaluation;
- Demonstrated commitment to youth development, education and advancement;
- Proven ability to strengthen organizational retention outcomes at a youth development program or school based setting;
- Strong communication skills, both written and oral;
- Ability to think strategically, analyze critically and put ideas and insights into action through well-planned programs;
- Strong organizational skills;
- Detail-oriented project completion skills;
- Thinks broadly, recognizing the impact of decisions and actions on the entire organization and its customers;
- Displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions;
- Consistently make good decisions through a combination of analysis, wisdom, experience, and judgment;
- Resourceful and able to find creative solutions, thinking beyond current systems and approaches toward continual improvement.

Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Advanced Google Suite skills
- Demonstrated commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making
- Leadership, Management and Supervision Experience, Passion, and Ability

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Senior Director of Engagement & Retention."

The cover letter should include the following elements:

- Why you are interested in this specific position and YouthBuild Philadelphia Charter School
- Any additional professional and/or personal experience that informs your qualifications for this position, that is not otherwise obvious from your resume
- Your salary requirements

This job description in no way states or implies that these are the only duties to be performed by this employee.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.