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**December 2021**

## **Director of Administration & Operations**

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Director of Administration and Operations position plays a vital role in helping GrubStreet to support our mission.

We are looking for a dynamic, solutions-oriented leader to join our diverse team as the Director of Administration and Operations. This role will be responsible for the overall administrative, HR, and operational functions in our growing organization—from the day-to-day work of ensuring smooth operations in our new facility to staff engagement and shared learning, implementation plans and reporting, and multi-year strategic planning. The DAO will report to the Executive Director and work closely with the executive leadership team to ensure that our employees have what they need to thrive, that our processes and management tools are consistent and equitable, that we continue to strengthen our culture and practices with a DEIB lens, and that our teams are working effectively and collaboratively toward organizational goals.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity and inclusivity because the excellence of our work and the value of its impact depend on them. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce.

### **HR and Administration (60%)**

- Oversight of HR function and management of Senior HR Manager
- Responsible for ensuring our HR policies, practices, benefits, and compensation packages are fair and equitable
- Responsible for managing organization-wide work plans aligned with strategic planning, which facilitate smooth operations, encourage collaboration, and help the organization reach its goals

- In partnership with Executive Director, responsible for facilitating longer-term planning and managing strategic direction leadership team
- In partnership with leadership, responsible for staff engagement and staff meeting planning, including shared learning and professional development
- In partnership with leadership and team leads, responsible for ensuring that teams are have what they need to manage their work effectively, in addition to having the training they need to be effective at their jobs, at managing others, and have pathways for growth where appropriate.
- Responsible for ensuring organizational evaluation and reporting both for tracking program effectiveness and equity in communities reached, as well as for development use in grants and donor support
- Responsible, in collaboration with leadership team, for ensuring ongoing anti-racism, intersectional anti-bias and DEIB training, as well as implementation of plans to continue increasing equity.

### **Operations (40%)**

- Management of the operations team and budget
- Facilities oversight including utilities, systems, equipment, and vendors such as IT, AV, Security, Cleaners, and all related vendors who support the smooth operations of our facility.
- Overseeing policies, usage and protocols for space usage of stage, community lounge, podcast studio, classrooms, emergencies, and the safe enjoyment of the space.
- Ensures equitable access to the space and a culture of respect and belonging in the space.
- Oversee ADA access and compliance
- Oversee operations of the website and relationship with web firm vendors
- Regularly evaluate operations processes and vendor usage through a DEIB lens

### **Qualifications:**

- Deep familiarity and fluency with racial justice and DEIB work
- At least five years of experience in a senior management or director level administrative and/or operations role with proven track record of success, preferably at a nonprofit
- At least five years of experience managing HR functions at similarly sized organization
- Excellent written and communication skills
- Excellent analytical and problem-solving skills
- Ability to work across diverse teams
- Ability to delegate thoughtfully
- Experience with staff training and professional development

## **About the Organization**

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

Our programs and offices are currently operating remotely in response to the Covid-19 pandemic, but this position requires in-person work in our Boston office.

## **Position Details**

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The salary range for this position is \$95,000-120,000, commensurate with experience.

## **CONTACT INFORMATION**

**Instructions: Please submit your resume and cover letter at this link: <https://airtable.com/shr7iOIxjJZC4Foyv>. If you have trouble or have questions, please email [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and put “Director of Administration and Operations” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.**

**Position Status:** Full time, exempt

**Position Level:** Director, 5+ years of experience at this level preferred

**Position Reports to:** Executive Director

**Location:** Boston