

Mellon/ACLS
PUBLIC FELLOWS PROGRAM



Job Title:	Education Programs Manager
Organization:	National Book Foundation
Location:	New York, NY
Start Date:	August 3, 2020

ORGANIZATION DESCRIPTION

The mission of the National Book Foundation is to celebrate the best literature in America, expand its audience, and ensure that books have a prominent place in American culture. The Foundation's core beliefs are that books are essential to a thriving cultural landscape; books and literature provide a depth of engagement that helps to protect, stimulate, and promote discourse in American society; and that books and literature are for everyone, no matter where the reader is situated geographically, economically, racially, or otherwise. The National Book Foundation achieves this vision through administering the National Book Awards, as well as presenting a wide array of public and educational programs. Learn more at <https://www.nationalbook.org/>.

POSITION DESCRIPTION

The Education Programs Manager will work closely with the Foundation's Deputy Director and alongside a programs assistant on the Foundation's slate of Education programs for a wide range of audiences, which run locally in New York City as well as at partnering sites across the United States. The Education Programs Manager will take on key responsibilities including contributing to strategic development of new programs, management and oversight of existing programs, collaboration with external partners, hiring and supervision of contractual teaching staff, event planning, fundraising support, and program assessment. The Education Program Manager serves as a public-facing representative for most education-related activities, working closely with partners and program stakeholders. Current programs include Book Rich Environments, a large-scale book giveaway program that serves public housing communities across the country; BookUp, a direct service after-school reading program; Raising Readers, a professional development and parent engagement program; Teen Press Conference, an annual event for teens; Innovations in Reading, an annual prize awarded to an individual or organization inspiring readers or reaching new audiences; and Why Reading Matters, a bi-annual conference for literary professionals.

Key Duties and Responsibilities:

Program Development & Management

- Work collaboratively with the Deputy Director in the development, implementation, evaluation, and documentation of new educational programming, per the Foundation's strategic plan.
- Serve as project manager for all existing education programs, including oversight of programmatic timelines and benchmarks, as well as program documentation, evaluation, and assessment.
- Identify and explore opportunities to expand to audiences currently untapped or underserved by NBF's existing education programs.
- Liaise with external program stakeholders; steward existing partnerships, and build new strategic partnerships; conduct regular site visits with local NYC partners, and national partners when possible.
- Plan and attend education program events; represent the Foundation at programmatic events

Visit <http://www.acls.org/programs/publicfellowscomp> to learn more about the Mellon/ACLS Public Fellows program. This position is *only* available through this program; please do *not* contact the host organization directly.

as needed.

Curatorial & Creative

- Develop and draft educational materials for direct service programs (lesson plans, reading guides, etc.); review and approve teaching materials submitted by NBF Teaching Artists.
- Serve as the lead in the hiring, training, and evaluation of NBF Teaching Artists.
- Vet books and authors for program inclusion, staying abreast of trends in children's and young people's literature, as well as identifying adult works and/or authors appropriate for education program audiences.
- Identify creative opportunities to include and/or promote National Book Award-honored authors and titles in programmatic activities.

Administrative

- Work with programs assistant to organize and track program documents, supplies and materials, program expenses, and program schedules and calendars.
- Work with the Foundation's Director of Technology and Communications & Marketing Manager to ensure that all public-facing education program information is accurately represented and up to date.
- Collaborate with the Deputy Director and Director of Development in compiling program details for use in fundraising appeals and grant reporting.
- Other duties as assigned.

QUALIFICATIONS

- A PhD in the humanities or humanistic social sciences;
- Capacity for big picture thinking;
- Interest in immersing oneself in the programmatic work of a nonprofit organization in the arts and cultural sector;
- Excellent verbal and written communication skills;
- Exceptional organizational skills and attention to detail, and the ability to handle multiple, simultaneous projects and work under deadlines;
- A contagious love for books and reading and enthusiasm for the Foundation's mission and values;
- Some evening and weekend work is required; some travel (approximately 4-6 trips a year) is required.

STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of \$70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

APPLICATIONS

- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: **March 18, 2020**, 9 p.m. Eastern Daylight Time

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