



Director of Graduate Success, Esperanza Academy

Esperanza Academy, an independent middle school for girls in Lawrence, Massachusetts, seeks a Director of Graduate Success to provide comprehensive support and guidance to Esperanza Academy's alumni in high school and college, empowering them to achieve academic, personal, professional, and financial success. The Director serves as a dedicated advocate for Esperanza alumni, many of whom are the first in their families to graduate from high school and attend college. The Director oversees a caseload of graduates, providing tailored college counseling, financial literacy coaching, and workforce readiness support while fostering meaningful partnerships that expand opportunity and long-term stability.

In addition to direct support, the Director strengthens and sustains the Graduate Success Program through disciplined systems and documentation, and builds strong relationships with students, families, and institutional partners to coordinate programs that honor the many ways our alumni define and achieve success, ensuring that Esperanza's alumni support is trackable, scalable, and aligned with our mission. This position is primarily in-person and reports to the Chief Alumni Success Officer.

ABOUT ESPERANZA: At Esperanza Academy, we are fortunate to serve our students, their families, and the community of Lawrence. We are a tuition-free independent middle school with a 12-year commitment to our students because we believe that everyone deserves the right to a high-quality independent school education. Our school is a revolutionary antidote to racism; we, as an academic community, emphasize racial and cultural identity affirmation, love of community, and restorative justice. By creating a culture of achievement in which academic success and self-discovery are paramount, we protect and nurture the innate confidence that each of our girls possesses.

RESPONSIBILITIES

1. Student, Alumni, and Family Support

- Provide graduates in high school and post-secondary programs with academic, social, financial, and college decision-making guidance that supports long-term success and stability.
- Foster relationships with alumnae and families through regular communication, campus visits, graduate support lounge office hours, and special alumni events.
- Coach alumni through key financial milestones, including understanding financial aid packages, student loans, repayment options, and loan forgiveness programs.
- Support alumni in developing foundational financial literacy skills, including budgeting, credit awareness, saving, and responsible financial decision-making.
- Partner with the CASO to design and facilitate workshops that strengthen financial confidence among high school, college-aged, and early-career alumni.
- Support FAFSA completion, scholarship applications, award comparisons, and financial planning for college persistence and completion.
- Expose alumni to educational, career, and workforce opportunities while supporting resume development and professional readiness.
- Coordinate outreach and interventions for alumni experiencing academic, financial, or personal crises.

2. Partnership Development

- Cultivate and manage partnerships with schools, community organizations, and external providers offering financial literacy education, student loan counseling, workforce development, and economic mobility supports.
- Create opportunities for students and alumni to connect, strengthening the alumni network.
- Leverage partnerships to expand access to scholarships, internships, and career-aligned opportunities.

3. Administrative Responsibilities

- Maintain clear systems for caseload management: track alumni academic, career, and financial milestones in Salesforce.
- Use data to identify trends, gaps, and opportunities to strengthen alumni support systems.
- Develop content for alumni communications and newsletters.
- Support the Associate Director with high school preparation programming.
- Participate in Student and Family Support Team meetings.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree required; Master's Degree in Education, Counseling, Social Work, or related field strongly preferred.
- Minimum of five (5) years of related work experience in alumni support, college counseling, or educational leadership.
- Fluency in oral and written Spanish.
- Proven track record in program development and leadership, including experience managing partnerships and driving student success outcomes.
- Strong personal commitment to our school values; a growth mindset, curiosity, and humility.
- Advanced knowledge of student success strategies, outreach initiatives, and financial literacy for underrepresented students.
- Exceptional organizational and time management abilities, with a focus on program design and execution.
- Ability to design, implement, and evaluate programs that address the needs of diverse student populations, using both qualitative and quantitative data.
- Availability for limited evening or weekend events, and flexibility to travel to partner organizations as needed.
- Driving Requirements: Ability to drive to campus visits, requiring a valid driver's license.

COMPENSATION

Salary range: \$70,000-\$80,000 annually.

Esperanza Academy offers an attractive benefits package including 403(b), medical, dental, life, and disability insurance, and a comprehensive professional development program.

To APPLY: Please send a cover letter specifically detailing your qualifications for the position, a resume, and contact information for three professional references to Jadi Taveras, Head of School, at employment@esperanzaacademy.org

Non-Discrimination Policy: Esperanza is committed to a diverse and inclusive community with respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical disability in its student body, faculty and staff. Esperanza Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs. Esperanza Academy is an Equal Opportunity Employer.

