



Octavia Project Co-Director Full-Time

About Us

The Octavia Project uses the creative power of speculative fiction and community to imagine new worlds. Our inspiration and namesake is Octavia E. Butler, who broke barriers in the traditionally white men's world of science fiction to become an award-winning and internationally recognized author. Drawing inspiration from her practice which explores themes of racial, gender, and environmental justice, our teens participate in rich, interdisciplinary workshops that encourage critical thinking and build confidence by blending creative writing, art, science, and technology.

Our free summer programs, run annually for the last ten years, welcome young women and trans, nonbinary, and gender nonconforming youth ages 10-19. In our workshops, art and writing integrate science and tech, focusing on creativity, innovation, exploration, communication, and critical thinking, while developing computer programming skills, world building strategies, and digital media literacy. Teens meet architects, biologists, computer programmers, city planners, authors, and artists, providing them with deep exposure and connections to multiple disciplines and possible career paths. We aim to provide a rich, rigorous summer while creating a community rooted in joy, acceptance, affirmation, and self-love.

Position Overview

The Octavia Project is seeking a Co-Director to join our current director and collaboratively steer our organization into its next phase. The Co-Directors will, between themselves and with other stakeholders, lead the organization to achieve greater reach, impact, and innovation through the implementation of new school-year programming, new partnerships, and new fundraising strategies. In partnership with our Board, the Co-Directors will have overall strategic and operational responsibility for our budget, staff, programs, sustainability, and the achievement of Octavia Project's mission. We are interested in candidates who are excited about learning and growing with our organization.

Co-Directors will divide responsibilities between themselves and be expected to work with the appropriate stakeholders to perform key duties and responsibilities including, but not limited to, those listed below.

Essential Job Functions

In collaboration with fellow Co-Director:

- Create and advance the strategic vision of the Octavia Project, working with Board, Advisory Board, program alums, and staff
- Ensure the financial health of the organization in partnership with the Board
- Manage the operations and growth of the organization
- Set the strategic direction for and execute fundraising plan
- Represent the Octavia Project externally and build relationships with external stakeholders such as schools, cultural institutions, potential funders, and more
- Oversee and carry out youth programming and events, including recruitment, curriculum development, evaluation, program staff supervision, day-to-day operations, and working directly with program participants

- Set strategic direction for and implement new youth programs
- Support organizational cohesion and community-building across staff, board, volunteers, program participants, and alums

Qualifications & Competencies

- 8+ years in youth development and/or education direct-service work, including teaching and/or facilitating workshops and developing curriculum
- 6+ years managing youth development and/or educational programs or organizations, preferably including senior leadership experience
- 4+ years managing collaborative teams
- Strong fundraising and development experience; ideal candidates will have strong foundation fundraising experience
- Experience developing and implementing evaluation metrics and tools
- Excellent written communication skills and experience producing editorial and digital content including newsletters, social media posts, blog posts, and reports
- Master's Degree, or equivalent experience
- Enthusiasm for building relationships and experience representing organizations to external stakeholders
- Demonstrated commitment to creating safe and affirming environments for LGBTQ+ BIPOC youth
- Leadership style that is communicative, transparent, and self-reflective
- An interest in speculative fiction as a tool for imagining and building just and equitable futures
- Outstanding organizational and collaborative skills; flexible, self-motivated, and able to work independently
- Competence with social media platforms such as Facebook, Twitter, Instagram, LinkedIn
- Expertise with Microsoft Office suite and Google Apps
- Must be available occasional evenings and weekends
- Must be able to commute to in-person work hours and programs
- Must be fully vaccinated for COVID19 and provide proof of vaccination
- Must submit to a background check

Compensation & Benefits

Salary for the Co-Director role is \$72,000. We offer an additional \$400/month reimbursement towards health care expenses. Octavia Project offers a four-day, 32-hour, work week for 9 months of the year. This position is hybrid, a combination of in-person and remote, based in NYC. Programming is primarily in-person. This position involves occasional evening and weekend meetings or events. We offer a generous paid time off package. We are hoping to have someone start in this role by early spring.

To Apply

Send a cover letter and resume to hire@octaviaproject.org by Feb. 23, 2025. Applications will be reviewed on a rolling basis. Only applications received via email will be considered.

The Octavia Project is an Equal Employment Opportunity Employer and does not discriminate on the basis of age, creed, race, color, sex, sexual orientation, gender identity, national origin, marital status, disability, military status, domestic violence victim status, predisposing genetic characteristics, or any other category protected by law.