



Prison Book Program Seeks Managing Director

March 25, 2021

About the Prison Book Program

Prison Book Program (PBP) was launched in 1972, and is a grassroots organization that exists for one purpose—to send free books to people in prison.

PBP believes that books are crucial to the emotional and educational development of all people. Most prisons do not allow family and friends to send books into prisons. They must come from a bookstore, publisher, online retailer or a verified program like ours. PBP serves over 10,000 prisoners each year in 44 different states across the country. PBP has historically operated as a collective but is transitioning to a more established organizational model and the Managing Director will be a critical part of that transition.

About the Role

PBP is seeking a dynamic, organized, and flexible part-time Managing Director. The position of Managing Director is slated for one year, with the hope that the right person will transition to be the organization's Executive Director in 2022. This Managing Director role provides the right candidate with the opportunity to build the requisite experience and internal knowledge to understand PBP's unique work, a runway for the organization to restart and re-vamp operations after the Covid-19 pandemic, and time for the organization to transition from an almost-all volunteer collective to a more traditional governance structure.

The Managing Director is responsible for overseeing program administration and operations, as well as finances, volunteers, and community outreach. The position reports directly to the Board of Directors and must be able to work well independently and as a part of a team. The Managing Director will work closely with the Board of Directors and many long-term volunteers to learn the history of PBP and the complexity of its work. The Managing Director will supervise PBP's paid Administrator/Volunteer Coordinator and work in collaboration with numerous long-time volunteers who are responsible for staff-level work and are key to the success of PBP's operation. The Managing Director will spend most of their time in PBP's space at the United First Parish Church in Quincy, MA. This position will average approximately 28-30 hours a week, with a projected annual salary of \$55,000 to \$65,000. Hours are flexible but will include at least one weekday evening and some Saturdays.

Job Responsibilities

Responsible for the oversight and management of the day to day operations required to send books to people in prison across the country, including learning PBP's detailed fulfillment process. Getting books into prisons requires attention to detail, navigating a myriad of prison restrictions, and numerous judgement calls that have been woven into all areas of our fulfillment process. Challenges often arise and need to be addressed.

Manage one paid part-time staff member, the Administrator/Volunteer Coordinator. With the Administrator/ Volunteer Coordinator, recruit, train and manage volunteers to optimize and enhance the volunteer experience and PBP's book fulfillment process. Leverage the skills of willing volunteers to meet organization needs. Please note: Because of COVID, we are operating at a fraction of our volunteer capacity. Restarting our full operation post-COVID will be an important area of focus for the Director.

Maintain the fiscal integrity of the PBP. Develop and manage an annual budget and multi-year financial projections, and provide regular financial updates to the Board of Directors. Support PBP's growing development and fundraising functions (currently led by the board). Collaborate with key volunteers and Board Members to use social media, newsletters, and other platforms to highlight PBP stories, spread awareness of the organization, and solicit donations. Collaborate with the Board of Directors on developing any relevant organizational policies.

Qualifications and Skills

- Passion for books, literacy and the rights of prisoners and a willingness to learn about the Books to Prisoners movement.
- Experience and skill in working collaboratively with a Board of Directors and other volunteers; appreciation for the cultural transformation required to add limited paid-staff to an organization that was run by volunteers for nearly 50 years.
- Strong organizational abilities, including planning, facilitating, delegating, and program development.
- Strong financial management skills, including developing a budget from scratch and providing ongoing financial analysis and reporting.
- Motivation, self-direction, and ability to work independently and accomplish tasks.
- Enthusiasm, optimism, sensitivity and understanding of the incarcerated population PBP serves.
- Experience with social media and technology platforms including Salesforce and QuickBooks.
- 5+ years of nonprofit experience. Experience working within the criminal justice system and/ or with incarcerated populations is a plus.
- Previous fundraising experience is a plus.
- A bachelor's degree or equivalent.

Please note: the Managing Director may also need to buy stamps or packing tape if we run out of supplies, tinker with the integrity of bookshelves from IKEA, spread sand/salt to de-ice the entry steps on occasion, and negotiate with random squirrels or mice that may happen to join us in the basement of a 200-year-old church. A cheery disposition, patience, and good sense of humor required!

PBP is an equal opportunity employer. We celebrate diversity of all kinds in every aspect of our organization and we are committed to co-creating a workplace where everyone feels heard, valued, and respected.

Interested candidates should email their cover letter and resume to:
careers@prisonbookprogram.org

This search is being managed by Amy Kingman Consulting. Questions should be directed to Amy Kingman at amy@amykingmanconsulting.com