



## Position Description: Director of Programs

<b>Role:</b>	Director of Programs
<b>Status:</b>	Full Time
<b>Start Date:</b>	July 2022
<b>Salary Range:</b>	\$89,000 - \$98,500
<b>Benefits:</b>	Full coverage of health, dental, and vision for the employee (70% for dependents); 5% 403b match after 6 months; funding for professional development

**Position Description:** The Director of Programs will be part of our growing Program Team, responsible for execution and oversight of all Reach programs. The Director of Programs will report directly to the Executive Director (temporarily). The position is outlined below.

The Director of Programs (the “DoP”) will manage programs, and along with the team’s existing staff, work collaboratively to ensure effective program delivery. The DoP will collaboratively set vision and project manage each of the four key Program areas to ensure to alignment across these pillars. The DoP will support the development of curriculum, plan for the assessment of teens and elementary students and work collaboratively with the full Program team to monitor and measure the effectiveness of Program delivery. The start date for this position is as soon as possible.

### *Supervision (30%)*

- Manage program team in implementation of Reach’s four key programs.
- Lead program team hiring processes, in partnership with the Operations Coordinator.
- Hire and train part-time program staff, contractors, and volunteers.
- Use qualitative and quantitative data to identify performance trends and inform training needs for full and part-time staff.

### *Program Oversight (30%)*

- Provide leadership to create a positive experience for all Program-affiliated employees, contractors, and volunteers.
- Define and manage a participant recruitment and enrollment strategy; collaborate with the Operations Coordinator to hold annual recruitment activities at partner schools.
- Manage all aspects of elementary school student recruitment and enrollment.
- Identify opportunities for participant outings.
- Review and regularly revise the Program team’s practice manual.
- Build relationships with administrators and partners (Connected Schools Managers, Teacher Liaisons); effectively communicate with members of Reach and school staffs to advance organizational priorities; keep team members connected and involved

### *Financial Management (15%)*

- Manage payroll processes for all high school participants, part-time instructors, and contract educators.
- Manage program budgets.
- Oversee compliance and contracting with school and program partners.

### *Assessment & Evaluation (10%)*

- Manage data requests with DC Public Schools and other partner schools and organizations.
- Manage i-Ready assessment schedule at beginning and end of each program year.
- Gather and conduct preliminary analysis of both quantitative and qualitative data to drive program improvement.
- Meet regularly with the Executive Director to discuss program data and lead quarterly all-staff meetings to discuss the same.

### *Communication (15%)*

- Create and maintain systems for consistent communication with internal staff and pertinent external audiences
- Ensure there are opportunities for part-time staff and contractors to share successes and challenges within work streams; note themes and/or areas of concern particularly those requiring attention and/or additional action
- Serve as the primary point of contact for executive or administrative staff with all school and nonprofit partners
- Support the Executive Director in preparing programmatic updates for the board of directors; participate in board meetings – as determined by the same

### *Qualifications*

- Bachelor's degree in education, education leadership, organizational leadership, public policy and/or youth development required; Master's degree preferred
- 3 – 5 years of education or youth development experience; high school experience preferred
- Experience managing and evaluating a team
- Demonstrated ability to synthesize, analyze, and communicate participant data
- Excellence in written communication
- Strong interpersonal communication skills
- Ability to manage priorities through project planning, task management, delegation and follow through.

### *Attitudes & Beliefs*

- Deeply committed to equity and justice
- Committed to creating, leading, and maintaining a positive team culture
- Capable of performance analysis, and coaching and mentoring towards results
- Creativity and innovation – particularly with regard to youth development
- Maintains an “Extra Mile Mentality”