



# CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

Department	Programs
Job Title	<b>Manager of Programs</b>
Reports to	Vice President & Chief Program Officer

<b>Travel Required:</b> ✓ Local	<b>Type of position:</b> ✓ Full-time, Exempt	<b>Hours:</b> ✓ 40+
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## GENERAL POSITION DESCRIPTION

The Manager of Programs primary responsibility is to serve as a strategist, leader and manager in all stages of the implementation of internal programs. The portfolio of internal programs includes:

- Project MR (Male Responsibility)
- Jr. Self-Discovery/Career Exploration Project
- Imani Book Club
- Precious Miss
- Self-Discovery/Career Exploration Project
- Character College

This role leads staff in the planning, execution and delivery of these programs and ensuring the overall quality of the program experience. In order to supplement the implementation of internal programming, this role supervises 3 program coordinators, 3 program assistants and a volunteer coordinator.

This position also supports rigorous program evaluation to track, monitor and assess the effectiveness and impact of programming. This role leads and frames research questions to drive the collection of program data and inform program improvements through the Continuous Quality Improvement process. They help communicate program impact with funders, program partners, staff, volunteers and other key stakeholders.

## ROLES & RESPONSIBILITIES

- Leads internal Program Coordinators and Program Assistants in the planning, execution and delivery of all internal programs.
- Leads Volunteer Coordinator in recruiting and managing volunteers to help with the facilitation and delivery of internal programs.
- Works closely with College Prep Institute (CPI) Director and Manager of Community Programs to ensure consistency in quality, curriculum, and implementation of internal and external programming and CPI.
- Works with the Manager of Program Evaluation to prepare written program impact summaries to the Development Team, the Board and Grantors.
- Collaborates with the Manager of Program Evaluation to identify research questions and support the implementation of the data management plan and schedule by internal program staff.
- Ensures standard operating procedures are consistently used and program benchmarks are systematically implemented, tracked and reported.
- Uses program data and the Continuous Quality Improvement process to inform program improvements.



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- Provides training and oversight to internal program staff.
- Remains aware of local, regional, and national initiatives that impact internal programming and communicates this knowledge to staff and volunteers.
- Works with the marketing staff to inform the development of internal program related information on the organization's website.
- Complies with mandatory attendance at the following annual CLD events: all CLD graduations, Minority Achiever's Awards and Scholarship Gala, College Prep Conference, and Indiana Black Expo.
- Follows professional personal presentation standards and adheres to the dress code policy.
- May perform specialized activities in direct support of the accomplishment of the program objectives and the CLD mission.

## **WORK EXPERIENCE AND SKILLS REQUIREMENTS**

- Preference will go to candidates with at least 5 years management experience.
- Experience training and supervising staff.
- Experience working with youth of diverse backgrounds.
- Experience in developing curriculum.
- Experience in program evaluation and Continuous Quality Improvement.
- Familiarity with Monday.com project management web application.
- Knowledge of Indiana high school degree requirements.
- Knowledge of higher education matriculation.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office, particularly Word, Excel, PowerPoint.

## **ATTRIBUTES**

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the mission, youth and communities we serve.
- Impeccable character.

## **EDUCATION and/or CERTIFICATION REQUIREMENTS**

Master's Degree preferred-Education Administration, Educational Leadership, Non-profit/Public Organization Management, Social Work, Nonprofit Management or a related field.

## **PHYSICAL REQUIREMENTS/DEMANDS**

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Position requires working evenings and weekends and a commitment to this schedule.
- Must have reliable transportation.



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## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_