

Department	Programs
Job Title	<b>Manager of Community 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 Community Programs primary responsibility is to serve as a strategist, leader and manager in all stages of the implementation of external programs at community and school-based locations. The Manager of Community Programs is responsible for helping to grow the footprint of CLD's reach by partnering with schools, community centers, and other community-based organizations to deliver CLD programming. They will lead the identification, creation, and maintenance of partnerships with schools, community centers, and other key community programming partners and oversee student recruitment.

This role will lead staff in the planning, execution and delivery of programs and ensuring the overall quality of the program experience at these off-site partner locations. In order to supplement the implementation of external programming, this role supervises 2 Program Coordinators, 1 Program Assistant and the Recruitment and Outreach 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 satellite and in-school Program Coordinators and Program Assistant in the planning, execution and delivery of all community and school-based programs.
- Leads Recruitment and Outreach Coordinator in recruitment and partnership development activities.
- Works closely with College Prep Institute (CPI) Director and Manager of 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 and satellite progress assessments 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 external program staff.
- Fosters relationship development with schools, community centers and other community leaders to cultivate new partnerships to expand CLD programming.
- Uses publicly sourced data (Census, school data) and CLD data to identify communities to grow CLD's programming
- Ensures standard operating procedures are consistently used and program benchmarks are systematically implemented, tracked and reported.



## CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

- Uses program data and the Continuous Quality Improvement process to inform program improvements and make curriculum updates, as needed.
- Provides training and oversight to Community Program staff.
- Remains aware of local, regional, and national initiatives that impact programming and communicates this knowledge to program staff and volunteers.
- Works with the marketing staff to inform the development of community programming related information on organization website.
- Complies with mandatory attendance at annual CLD events including, but not limited to, all CLD graduations, Minority Achiever's Awards and Scholarship Gala, and College Prep Conference.
- 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 working in a school setting preferred.
- Experience in program evaluation.
- Familiarity with Monday.com project management web application.
- Knowledge of high school degree requirements.
- Knowledge of higher education matriculation.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Prior success in establishing collaborative partnerships.
- 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.



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### ***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.

### ***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.