



CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

Department	Programs
Job Title	Director of Program Curricula, Training & Quality
Reports to	Vice President & Chief Program Officer

Travel Required: ✓ Local	Type of position: ✓ Full-time/Exempt	Hours: ✓ 40 hours per week ✓ M-F **Evenings and Saturdays are required as scheduled
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GENERAL POSITION DESCRIPTION

As the Center for Leadership Development approaches its 50th anniversary, its objective is to build on nearly five decades of success by creating a gold-standard, innovative leadership development model that prepares, inspires, and empowers African American youth to excel in academics, college, careers, and life, while becoming future professional, business, and community leaders.

The Director of Program Curricula, Training & Quality is responsible for developing, implementing, and continuously improving CLD's curriculum framework, facilitator training systems, instructional technology integration, and program quality standards across all programs and services. This position ensures that all CLD programs reflect a consistent brand, quality standard, and measurable impact while aligning with the organization's Gold Standard Program Model, Principles for Success, and Code for Excellence.

The Director of Program Curricula, Training & Quality will lead curriculum development, staff and volunteer training, program quality, and continuous improvement to ensure strong alignment between programming and participant outcomes. This leadership role is designed to strengthen and enhance the organization's overall program strategy, effectiveness, and impact, helping create a best-in-class community-based experience for students, families, and the broader community.

ROLES & RESPONSIBILITIES

Lead the design, review, revision, and implementation of curriculum, learning frameworks, facilitator guides, and instructional resources across all CLD programs.

Lead training of program staff and volunteers in the education and delivery of all programs and services.

Ensure all curricula and program delivery are of consistent high quality and have a uniform brand and quality standard, and help achieve measurable impact in benchmarks across all programs and services.

Must learn CLD benchmarks and purposefully connect program curricula and training to aspirational, participant benchmark performance outcomes.

Ensure high-quality programs and services are designed for maximum positive impact and strong participant short, intermediate, and long-term outcomes in our core CLD benchmarks.

Provide guidance, coaching, and performance management for staff and consultants involved in curriculum development, training, and quality assurance.

Ensure the Blue Army quality control program is effectively implemented for all programs and services.

Conduct regular program observations to assess curriculum delivery, participant engagement, facilitation effectiveness, and alignment with program standards.

Write reports on programs for internal and external stakeholders.

Develop and implement comprehensive Standard Operating Procedures (SOPs) to ensure consistency, quality, and accountability across all programs and services, including program observations, facilitator training, staff and volunteer orientation, program delivery, and quality assurance processes.

Work closely with the VP/CPO and Manager of Program Evaluation to ensure strong alignment among curricula, training, program assessment tools, and logic models, driving high-quality implementation, measurable outcomes, and continuous program improvement.

Oversee technology integration to expand access to CLD programming experiences for various audiences while maintaining quality.

Work with program leaders to connect programs, data results, grant reporting, and proposals.

Build program rubric and standards for all workshops and services.

WORK EXPERIENCE AND SKILLS REQUIREMENTS

10 years' experience in curriculum development, instructional design, education, youth development, or program leadership.

10 years' experience and knowledge in training of program staff and volunteers in program delivery.

5 years' experience leading staff training, coaching, and professional development initiatives.

Experience supervising staff and managing cross-functional projects preferred

Strong verbal and written communication skills to key stakeholders.

Knowledge and experience with data, logic models, data evaluation, program assessments, and effective program delivery.

Knowledge and experience in integrating technology into program offerings and services.

Development and utilization of standard operating procedures.

Experience in assessing and implementing program quality and program standards.

Knowledge of program quality control measures.

Grant writing and reporting.

Strong knowledge of what helps Black students excel.

ATTRIBUTES

Communicator. Proficient verbal and written communication skills.

Self-starter. Takes the initiative to not only identify a problem but also to work to solve it.

Critical Thinker. Form reasonable judgments; provide evidence, reasons, or rationale for decisions.

Team player. Works well independently, but recognizes the value of working with corporate management, employees, and the larger community.

Collaborative. Builds positive relationships and works effectively with diverse teams.

Flexible. Must be willing to learn quickly and respond to changing environments.

Efficient. Able to multitask, prioritize, and manage multiple projects in a fast-paced, customer-oriented environment.

Organized and Detail-Oriented. Demonstrates exceptional organizational skills and attention to detail, ensuring accuracy, consistency, and high-quality execution across multiple projects, priorities, and deadlines.

Passion. Must be excited about the CLD mission, youth, and the communities we serve.

Character. Impeccable character.

EDUCATION and/or CERTIFICATION REQUIREMENTS

Bachelor's degree in education, psychology, human services, instructional design, or related field (Master's preferred).

Minimum 10 years of experience in curriculum development, instructional design, education, youth development, program leadership, youth programming, or a related field.



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PHYSICAL REQUIREMENTS/DEMANDS

Position requires frequent standing, walking, presenting, facilitating training sessions, and actively engaging with staff, volunteers, students, and program participants.

Regular movement throughout classrooms, training spaces, meeting venues, and event locations is required.

Ability to lead workshops, professional development and training sessions, and program observations for extended periods of time.

Position requires occasional lifting, carrying, and transporting materials, training supplies, equipment, boxes, tables, chairs, and program resources up to 25 pounds.

Ability to set up and break down training, meeting, and event spaces as needed.

Some computer work and administrative tasks are required; however, this position is primarily active rather than sedentary.

Must be able to travel locally between CLD program sites, schools, community locations, and partner organizations.

Must maintain 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.

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 the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____