

PROGRAM DIRECTOR JOB DESCRIPTION

ABOUT THE ROLE

This key organizational leadership position reports to the Executive Director and is responsible for the operational success of Compudopt's core education programs. Day-to-day duties will involve team and people management, strategic thinking and problem solving, program/curriculum development, partnership engagement, program delivery, quality control, and program evaluation.

ABOUT COMPUDOPT

At Compudopt, we envision a day when all children have the tools, knowledge and skills to thrive in the 21st century. Our mission is to provide technology access and education to underserved youth through our core programs. Founded in 2007, we have distributed over 16,000 computers directly to students and their families and provided 100,000 hours of enrichment programming.

RESPONSIBILITIES

Program Operations Management

- Lead the execution of strategy to meet annual program goals including sourcing and securing partnerships with schools and community organizations
- Partner with Executive Director to determine annual program goals, appropriate growth capacity, and design program strategy annually
- Create and execute memorandums of understanding with all partners for smooth delivery of services
- Develop and manage relationships with partner director-level staff, support the relationship building of program management staff with site managers/coordinators
- Lead program management staff to ensure all programs are delivered on-time, in line with identified budget, partnership agreements, and achieve goals.
- Ensure program managers accurately schedule, staff, and evaluate all programs
- Prepare and present metrics reports for Executive Director including high-level data points on qualitative and quantitative outcomes
- Evaluate program, partner, and client feedback and implement program adjustments accordingly
- Manage and lead the creation and execution of district partnerships through the completion of district RFP's and specific project-based grant applications.
- Support the management and reporting of specific project grant applications

Staff Management

- Lead the professional development and training of all program management staff
- Conduct annual performance evaluation of direct reports
- Recruit, hire and oversee training and orientation of new program management staff and other relevant program staff reporting to this position new or existing
- Problem solve and manage conflicts, challenges, and other issues that may arise in execution of the program

Quality Improvement

- In partnership with program managers, establish consistent and objective program evaluation and outcome standards
- Analyze evaluation outcomes and leverage information to improve program quality and impact
- Work creatively with program managers to design and implement enhancements to current curriculum, build additional program activities, and ensure they are in line with highest industry standards
- Work collaboratively with Executive Director as well as any relevant Board taskforces/committees on growth and innovation for long term goal achievement
- Ensure curriculum standards and content are in-line with organizational vision and goals.
- Other duties as assigned

To apply: Please send your resume, cover letter and two references to: kati.hupp@compudopt.org.