



POSITION DESCRIPTION:

Program Director

FLSA STATUS:

Non-exempt

POSITION SUMMARY:

Strong Women, Strong Girls seeks a visionary and innovative Program Director to lead, strengthen, and expand SWSG's highly regarded, mentorship program activities and staff across the organization. The position reports directly to the CEO and works closely with leadership in each city where SWSG operates.

The ideal candidate is a seasoned, results-driven leader with creative thinking, strategic planning, and decision-making skills that will facilitate program improvements and growth. Knowledge of out-of-school time / youth programming is ideal and knowledge of the local nonprofit / educational landscape. The Program Director serves as the supervisor for program team members and contributes heavily to leadership discussions about program strategy, organizational alignment, and growth & expansion.

PRINCIPAL RESPONSIBILITIES:

1. Core Program Direction

- a. Work closely with the CEO, and program team to design and execute organizational program strategy.
- b. Lead on executing these strategies, guiding the organization to identify gaps in the program and ideate innovative solutions that drive impact.
- c. Design and adapt programmatic strategies as needed to integrate and scale the organization's programs.
- d. Build on SWSG's current research-based programs to position SWSG as a leader and advocate for social sector leadership development.
- e. Stay abreast of developments in youth development and social emotional learning to identify emerging opportunities for impact.
- f. Work in conjunction with other city and national leadership to ensure program, strategy and policy alignment across the organization.
- g. Take a leadership role in program development and growth, including identifying necessary changes in program infrastructure.
- h. Manage program staff to collaborate with university/college chapters and corresponding partner sites on program delivery, including overseeing key partnerships and building relationships with university and school district key players.
 - i. Oversee relationship management including Memoranda of Understanding, site agreements, new relationships, etc.
 - ii. Direct the program staff in development of program projects and materials including the SWSG mentee curriculum, ensuring the curriculum represents a wide range of identities, is culturally competent, and including a wide range of resources that support mentors and mentees in delivering a well-prepared program session.
 - iii. Support program staff in working to expand SWSG's Diveristy, Equity, Inclusion and Belonging (DEIB) efforts, particularly at the chapter level, and participate in

strategic DEIB conversations.

- iv. With local leadership, oversee program staff's planning of major programming events, including scheduled and ad-hoc mentor trainings, Mentor Recognition, and Jump into Spring.
- v. Provide coaching and decision-making support to program staff in relationships with college mentors and site partners.

2. Growth & Expansion

- a. Support organization leadership to establish growth and expansion goal metrics, such as increases in girls and mentors served year-over-year, and identify steps to reach those goals.
- b. Initiate relationships with key partners that can facilitate growth, such as community organizations, new colleges/universities, and new school districts/sites.
- c. Spearhead the development of growth and expansion blueprints, including mapping time, personnel, and resources needed based on locality.
- d. Work with leadership and administration team to source and secure needed resources for growth.

3. Monitoring, Evaluation & Learning

- a. Work collaboratively with the leadership team to spearhead the implementation of a robust monitoring, evaluation, learning, and communication strategy for the core program.
- b. Build an annual MEL strategy for data collection, tracking, and analysis and oversee its execution.
- c. Oversee the development of ongoing program measurement tools including pre- and post-surveys and program site evaluations, as well as interviews and focus groups with program participants and ensure their implementation. Develop innovative and creative ideas to gather data from youth and share information back with SWSG stakeholders.
- d. Oversee the accurate recording of all program data in Salesforce, the organization's database, and oversee data analysis and reporting projects on a semesterly and annual basis.
- e. Oversee the MEL Committee of the Board of Directors to shape MEL protocol and policy.
- f. Ensure program data is shared with all SWSG staff, board, other stakeholders, and community partners to support continuous improvement. Engage in data sharing with other nonprofits and partners.

4. Additional tasks

- a. Support the strategic planning efforts of the organization.
- b. Support greater organizational, non-program specific events.
- c. Support development efforts required to secure funding for program growth as needed.
- d. Collaborate with the communications team to articulate program successes and MEL data.
- e. Support other SWSG work as needed (including some night and weekend activities).

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- An unwavering commitment to the mission of Strong Women, Strong Girls.
- Highly developed skills in youth programming execution, planning, organizing, and attention to detail.

- Experience with program leadership, program development and evaluation.
- Bachelor's Degree plus 5-7 years related experience (volunteer and program management, youth development, etc.) or equivalent experience.
- Highly developed skills in planning, organizing, and attention to detail.
- Excellent verbal and written communication skills and highly developed ability to effectively communicate with groups of stakeholders for promotion and training purposes, including public speaking skills.
- Experience working with elementary school youth and/or gender-specific programming.
- Experience working with community partners, youth, funders and staff from various ethnic/cultural and educational backgrounds.
- Ability to multi-task and succeed in fast-paced environment and meet challenging growth targets on or before deadline.
- Understanding of anti-racist frameworks within youth work.
- Ability to work occasional evenings / weekends as required for events.
- Ability to work independently, take initiative, and execute tasks with minimal supervision.

PREFERRED KNOWLEDGE/SKILLS/ABILITIES:

- Familiarity with Boston and Pittsburgh neighborhoods and communities, as well as nonprofit community.
- Understanding of best practices in volunteer management, including training, recognition, motivation and appreciation.
- Familiarity with running out-of-school programming and mentoring best practices.
- Familiarity with database systems (Salesforce, in particular) and program data collection.
- Knowledge of community contexts and development / social work.
- Experience with trauma-informed care; background in education or youth curriculum work.
- Strong interpersonal / teamworking skills; ability to interact effectively with a wide range of people.
- Fluency in Google Suite and Microsoft Office

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

ABOUT THE ORGANIZATION

Strong Women, Strong Girls (SWSG) is a multi-generational, girl-serving organization. Our mission is to empower girls to imagine a broader future for themselves through a curriculum grounded on female role models, delivered by college women mentors, who are themselves mentored by professional women. Our vision is that every girl and woman will realize her inner strengths to dream and do. Strong Women, Strong Girls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

APPLICATIONS

To apply, please send your cover letter and resume to bostonops@swsg.org. Please format the subject heading, "Program Director - First Name Last Name." *Cover letter should describe the candidate's interest, qualifications and salary requirements (in Word or PDF format)*. SWSG offers employee benefits and a generous time off policy.