

**Program Director**

**Job Announcement**

**Reports To**: Chief Executive Officer

**Supervises**: Program Administrator and PCY’s Network of Program Consultants

**Position Summary:**

The Program Director oversees the development and execution of PCY’s programmatic work including Social Emotional Learning, Expanded Learning, HousED, School/Summer Meal Access, and emerging areas of focus.  This position provides vision and leadership around goals, strategies and continuous improvement, and ensures all of PCY’s projects and engagements are high quality and impactful. The Program Director will be responsible for building and managing PCY’s fee-for-service portfolio, and will work collaboratively with the policy and communications teams to ensure cohesion between programs, policy and systems.

**Essential Duties and Responsibilities:**

* Develop and lead implementation of PCY’s annual Program goals and activities.
* Lead cultivation and client management of fee-for-service engagements.
* Recruit, assign and manage PCY program consultants; ensure consistency of approach, quality, and a system of continuous learning between consultants and PCY.
* Ensure all program efforts are evaluated to inform PCY’s continuous improvement, and for sharing with funders and stakeholders.
* Develop and monitor the annual program budget.
* Contribute to PCY’s annual and multi-year business planning, including market analysis, growth targets, and pricing for services.
* Prepare grant and fee-for-service proposals and reports.
* Work in close partnership with PCY operations team on contracting, revenue forecasting and other required tasks.
* Contribute to PCY’s external positioning and thought leadership by presenting at conferences, contributing to communications strategy, developing materials or publications on PCY’s work.
* Collaborate with PCY’s policy staff to ensure field voices and perspectives are informing state and national policy.

**Qualifications:**

The successful candidate will be a strong collaborator and team-builder, a demonstrated problem solver, and able to understand the complexity of how public systems at all levels impact the success of young people. Her/his work will be driven by strategic thinking and executed with creativity and efficiency. S/he will have excellent interpersonal skills, excellent communication skills, and be committed to continuous learning. Specific skills and experience include:

* Minimum seven to ten years’ experience developing and managing programs/projects connected to PCY’s areas of focus.
* Experience in continuous improvement and evaluation systems.
* Strong staff/consultant management skills, ability to inspire and maintain team momentum towards shared goals.
* Experience developing and managing fee-for-service contracts, business planning experience a plus.
* Excellent oral and written communications skills, experience with grant and contract writing preferred.
* Understanding of state education structures and the link between state policy/funding and local program operations.
* Bachelor’s degree; Master’s degree in education, public policy or related field preferred.
* Commitment to the values and mission of PCY.

**Job Type**

Full-Time

**Job Category**

Exempt

**Job Location**

Flexible

**Compensation**

Annual Salary: $80,000 - $95,000

Benefits include medical, dental and vision insurance, 401k

*Partnership for Children and Youth is an equal opportunity employer that values diversity at all levels of our work. The organization’s policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of sex, gender, race, color, age, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, citizenship status, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.*

Updated: 5/23/19