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## PROGRAM DIRECTOR

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Reports To: Chief Operating Officer

Status: Exempt–Full Time (Generally regular office hours with occasional evenings and weekends as needed)

### **POSITION SUMMARY:**

The Program Director has primary responsibility for the planning, implementation, marketing and assessment of all educational and recreational programs inclusive of school-based, out-of-school-time and public classes created for all schools (traditional public, public charter, and independent schools), community based organizations, and adult learners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Subject to the policies and management direction established by the CEO, the duties of the Program Director include:

#### **PROGRAM DEVELOPMENT, OVERSIGHT, FULFILLMENT AND EVALUATION**

- Develop and implement, in conjunction with the teaching artist staff, educationally sound programs for students, youth and adult learners, that will develop their understanding of the properties and potential of glass as an art form, and when appropriate, 21<sup>st</sup> Century skills (creativity, communication, collaboration, and critical thinking), entrepreneurship, and STEAM.
- Develop and maintain partnerships with schools/organizations that serve youth from the greater Newark metropolitan area and beyond generating class contracts, making regular contact to engage educational leaders in our field trip programs and recruit students directly for our long term and workforce programs.
- Conduct outreach and identify potential partner organizations; match programs that would serve their student populations and support their curricular or programmatic goals; and oversee contracting process.
- Negotiate program fees to ensure that GlassRoots costs are covered; while considering the ability of client to pay.
- Maintain schedule to ensure facilities and staff are available to offer contracted classes, with an awareness of the other demands on staff and facility.
- Solicit input from partners and participants to improve the program, document and report on evaluation of programs; providing feedback to meet client and GlassRoots goals.
- Coordinate the development of curriculum resource materials programs.
- Assess and evaluate activities to measure the short-term project outcomes and long-term program goals of the programs of GlassRoots, providing reports to staff and board as requested, at least annually.
- Coordinate facility and material needs impacting programmatic offerings with Chief Operating Officer (COO), with assistance of Assistant Program Director.

#### **SUPPORT OF INSTRUCTIONAL STAFF**

- Identify staffing needs based on program growth.
- Design, implement, or recommend professional development activities for instructional staff.

#### **FINANCIAL ACCOUNTABILITY**

- Assist in the development of the programmatic budget; ensure accuracy of financial reports for programs in collaboration with COO and CEO.
- Assist CEO to secure collaborators, sponsors, underwriters and grants for programs and activities.
- Provide programmatic reports in support of grant applications and reports.
- Prepare final budgets and narrative reports for programs.

- Oversee the preparation of all appropriate acknowledgments for program participants, evaluations and final reports for program sponsors and funders.

#### **MARKETING AND PUBLIC AFFAIRS**

- Inform Board Marketing Committee as it plans and implements marketing, public relations and press relations activities for programmatic offerings and related events at GlassRoots.
- Plan and implement activities to stimulate and increase interest in GlassRoots school-based and recreational programs.
- Initiate research and surveys, develop and maintain mailing lists, coordinate mail campaigns, and direct the distribution of publicity material about GlassRoots programs and activities.

#### **QUALIFICATIONS AND SPECIAL REQUIREMENTS:**

##### **EDUCATION:**

- Baccalaureate degree. Preference given to candidate with degree in education, arts or arts-related field.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Three to five years experience in progressive leadership capacity in nonprofits. Preference given to candidates with experience in arts education or program oversight and those with experience working with and creating partnerships with schools and community based organizations.
- Self-starter with the ability to oversee multiple projects simultaneously.
- Strong oral and written communication skills. Must be able to effectively communicate the programs, goals and mission of GlassRoots to the public.
- Experience working with budgets and financial documents.
- Experience in developing arts and cultural programs reflecting the ethnic diversity of New Jersey's population.
- Experience in working with at-risk populations.
- Familiarity with New Jersey Core Curriculum Content Standards and Common Core.
- Familiarity with Newark/northern New Jersey schools and community-based organizations.
- Strong computer skills with a working knowledge of Microsoft products required.
- Hold a valid driver's license with access to a motor vehicle.

##### **PERSONAL CHARACTERISTICS:**

As a member of the management team, the Program Director is a thought partner and staff leader, and is expected to:

- **Act Creatively/Innovatively:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Program Participants Needs:** Anticipate, understand, and respond to the needs of program participants to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

- Plan: Determine strategies to move the programs forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

All staff are required to submit to and successfully pass a security background check.