



Goodman Community Center

Director of Programs

February 2014

Full-time Salaried/Exempt

Job Reports to Executive Director

Position purpose

The Director of Programs is responsible for the operational success of Goodman Community Centers programs designed to strengthen lives and secure futures for children and Youth ages 3-18. This role ensures unified team management, team development, program delivery, and continuous quality improvement and evaluation. Programs include: Early Childhood Education (age 3 and 4K), out of school time programming for: Elementary, Middle, and High School, Girls Inc. of Greater Madison, Fit Youth Initiative, TEENworks Seed to Table Innovative Education and employment, and parent and family programming.

Supervises: Assistant Program Director of Childcare, three Program Managers and Girls Inc. of Greater Madison Outreach Coordinator.

Responsibilities/Duties/Functions/Tasks

Leadership:

- Cultivate relationships with funders with the goal of ensuring open communications and knowledge of trends and resources in the community.
- Develop and implement strategies that will maximize the teams and the continuity across program areas.
- Represent the center and the programs engaging community leaders, building relationships, and investments with key stakeholders (children/youth, community, funders, schools, parents and donors.)
- Form partnerships that successfully create a collective impact framework.
- Serve on the Directing team implementing strategic direction, policies and center operations as guided by the Board of Director's.
- Conduct semester principal and MMSD stakeholder meetings to develop consistency and a common agenda.
- Provide general oversight for Goodman Community Advisory Council.

Team Management and Development:

- Meet regularly with the department teams and maintain clear and consistent communication

- Work with the HR Director to recruit, hire, and oversee training and orientation of all staff members.
- Work with Program Managers & Assistant Director to develop SMART goals which align with the organizations mission and strategic plan, logic model/department objectives and employee professional development.
- Work with the HR Director for implementation of the professional development program to address employee skill gaps and leadership development. .
- Work with staff to develop objective program performance measurements around education/instruction, community engagement, life skill development and health and wellness education.
- Create and maintain updated logic models and evaluation plans and measurements for each program.
- Maintain close relationships with key stakeholders (schools, MMSD administration, funders, Institutions for higher education) to develop partnerships around common goals.
- Work with the Executive Director and the Development Department to steward donors.

Program Operational Management:

- Develop a system for establishing and monitoring consistent, objective program performance standards of accountability and compliance.
- Work with the Executive Director to research funding opportunities that align with the Center's mission and program goals.
- Work with the Assistant Childcare Director and Program Managers to ensure that all aspects of licensing and accreditation and other contractual obligations are met.
- Work with the Finance Director to prioritize program budget needs and to monitor budgets and compliance management. Oversee program budget and ensure appropriate and allowable expenditures.
- Identify and help implement change to remove barriers in program practices and policies that may create inequity or exclusion.
- Work with the Office Manager to support the Trax Solutions system development and maintenance to ensure that GCC is getting the data it needs to complete timely, accurate and comprehensive reports.
- Work with Managers to develop calendars of key events, program schedules, and tasks.
- Work with Assistant Program Director and Managers to develop a center-wide coordinated approach to providing integrated family programming.
- Work with the Managers to develop and integrate Goodmanship programming across programs.
- Work with staff to manage outreach with the Development Department to market programs. Participate in development and fundraising activities.
- Works with the Executive Director to assess community needs and coordinate resources to enhance existing programs.
- Oversee the preparation of all service reports and records.

Girls Inc. of Greater Madison:

- Responsibility for aligning priorities from Girls Inc. National, with identified priorities at the affiliate level.
- Identify new GI affiliate sites, and work with GIGM Outreach Coordinator to develop and steward new partnerships.
- Work with GIGM Outreach Coordinator to collate end of year data for annual reporting to national office.

- Work closely with Outreach Coordinator, ED, and Development staff on event planning and special projects.
- Regularly assess and evaluate access and availability of programming, to identify emerging areas of need and ensure diversity and equity in opportunities across the affiliate.

General administration:

- Support a high quality volunteer management program by supporting the Volunteer Program Manager and strategic implementation of volunteer priorities.
- Meet all payroll deadlines with timely approvals of time off requests and timecards. Approve department timecards in absence of Managers and Assistant Director.
- Participate in the Manager on Duty training and rotation.
- Attend board meetings and provide reports to keep board informed of progress around strategic plan objectives.

Qualifications

- Minimum of a BA, MA in social work or related field preferred.
- At least 5 years of experience in a team management role.
- Minimum of 3 years grant writing experience.
- Ability to interpret complex federal, state and private funding regulations and guidelines.
- Knowledge of conscious discipline, Positive Youth Development, youth engagement, and alternative educational approaches.
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs.
- Proficient in using technology as a management reporting tool.
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth.
- Strength in managing, developing, coaching, and retaining individuals and teams, empowering them to engage in self-assessment and continual quality improvement.
- Excellent verbal and written communication skills with exceptional attention to details.

Special Position Requirements

- Personal qualities of integrity, credibility, and a commitment to and passion for the Goodman Community Center’s mission.
- Maintain a flexible work schedule to meet the demands of management.
- Ability to translate strategic goals into achievable steps.

Preferences

- Knowledge of State Childcare Licensing and City of Madison Accreditation guidelines, Young Star.
- Multi-lingual.

Employee acknowledgement/date _____

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.