



POSITION DESCRIPTION

JOB TITLE: Director of Programs
DEPARTMENT: Education
STATUS: Exempt
REPORTS TO: Chief Education Officer

POSITION SUMMARY

The Director of Programs works collaboratively with the Executive Director, Chief Education Officer and the members of the Education Department to accomplish the educational directives of DMSF with a specific focus on program execution and assessment, and providing resources and opportunities to all DMSF scholars.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development and Evaluation

- Design, execute and manage DMSF core programs: Mentor, Affinity Group, Summer Opportunities, Caddie Program and Leadership Academy
- Qualitatively and quantitatively evaluate the impact of each program based on individual program and DMSF institutional goals
- Progressively review and revise program curriculum, and design new programming to ensure innovation, Scholars' needs, best practices and anticipated impact
- Actively participate in and support the execution of the Summer Bridge program for the incoming Scholars

Manage DMSF Part-Time and Seasonal Employees

- Recruit, hire and manage part-time employees (five to six affinity group leaders), seasonal full-time employees (six caddie counselors)
- Oversee program budgets, payroll and reimbursement
- Conduct annual background checks, trainings and performance evaluations of employees involved in Affinity Group and Caddie Program

Develop and Maintain Programming Partnerships

- Coordinate and collaborate with national program directors and funding agencies to secure opportunities and funding necessary for participation for all DMSF scholars

- Coordinate and collaborate with the Development department to secure funding for DMSF programs and activities
- Work closely with travel and summer program directors
- Attend conferences and continuing education workshops to build a strong network of program support and establish processes for sharing of best practices

Schmitt Scholar Leadership Program and Grant Application

- Under the guidance and institutional objectives of the Arthur J. Schmitt Foundation, develop, design and execute the program curriculum for the annual Schmitt Scholar leadership institute, meetings, service learning projects, and final project presentation and evaluation
- Collaborate with the Development department to jointly complete the annual Arthur J. Schmitt Foundation Grant and any accompanying reports

Committee Management

- Collaborate with the committee chair, Chief Education Officer and Executive Director to determine meeting topic, agenda, required materials, and to produce minutes for Programming and Caddie committees
- Engage committee members to ensure committee membership is meaningful, productive and supportive of the mission of DMSF
- Communicate committee developments with Chief Education Officer and Executive Director

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Bachelor's degree required
- 3-5 years of related experience required
- Must be highly-organized, self-motivated, resourceful
- Possess a high capacity for multitasking simultaneous projects
- Be energetic and committed to diversity, equity, inclusion and the Scholars DMSF serves
- Highly-developed interpersonal and leadership skills