



Job Description

Senior Director of Programs

SUMMARY:

The mission of the Commonweal Foundation is to operate and support educational programs and projects assisting disadvantaged children and youth. The Foundation focuses on primary and secondary education. The Senior Director of Programs reports to the President and Chief Executive Officer and receives strategic direction from the Chief Strategy Officer. The Senior Director of Programs serves as a member of the Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership:

- Direct the learning, evaluation, and continuous improvement of Program Team members aligned with organizational and team goals.
- Play a key role in the development and design of new programmatic processes aligned with Commonweal's Strategic Plan.
- Represent the Foundation in a positive, appropriate and professional manner, communicating effectively in various settings, both internally and externally.

Culture:

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Champion and facilitate the increase in interdepartmental collaboration toward building meaningful program synergy.
- Promote a culture that values respect, transparency, a healthy approach to conflict, and integrity.
- Utilize relevant data and learning to drive decision making around all programmatic components.

Management:

- Provide leadership and management oversight of the operating programs that produce significant and sustained programmatic results and improvements.
- Ensure the timely submission of all required reports –both financial and programmatic– and supporting materials by program staff. This includes the preparation of written internal and external reports and communications such as quarterly board reports, presentations, concept papers, briefing materials, and internal memos.



Job Description

- Ensure the proper management and tracking within program departments of all partnership contracts/agreements, memorandum of understanding and other communications pertaining to the operating programs.
- Oversee the development of and monitoring of program budgets and related expenditures.
- Oversee the management of the work of external consultants to ensure continued alignment with strategic organizational goals and objectives.

Technical:

- Ensure programmatic activities interface seamlessly and effectively across internal departments and with external stakeholders/partners.

QUALIFICATIONS:

Functional/Technical Skills:

- Master's degree or higher in Education, Public Administration, Public Policy or other relevant field of study (MBA or Ed.D preferred).
- A minimum of 10 years relevant work experience in managing programs or operations; at least 5 years should be at a senior level or director position in the non-profit sector or equivalent.
- Experience providing technical assistance to organizations and/or schools.
- Experience as a generalist in education related areas or the equivalent; content expertise in education or youth development highly desirable.
- Computer proficient.

Operating Skills:

- Experience analyzing program operations to evaluate their performance and that of the staff in meeting objectives, and determining areas of potential cost reduction, program improvement, best practices, or proposing changes.
- Extensive experience leading and managing full-time staff of 10 or more and is comfortable delegating both routine and important tasks.
- Experience leading and monitoring Director level staff to ensure the successful implementation of strategic organization-wide strategies, initiatives and goals.
- Ability to work well under time pressure and meet deadlines in a fast-paced, complex nonprofit environment.

Strategic Skills:



Job Description

- Demonstrated experience balancing strategy, planning and implementation, and an approach that includes using data to inform decisions and make program improvements.
- Ability to adapt to changing priorities and to apply and adapt practices and techniques to the special requirements of senior leadership.

Personal/Interpersonal Skills:

- Strong people leadership capability, including motivational, interpersonal, coaching and negotiation skills; ability to succeed through people at all levels.
- Experience working effectively with persons from diverse cultural, social, and ethnic perspectives.
- Demonstrated ability to build constructive and effective relationships.

Organizational Positioning Skills:

- Excellent verbal and written communication skills; can speak compellingly about the organization's mission and goals; inspire, motivate and inspire a common sense of purpose across program departments that aligns with the strategic plan.