

Program Director Job Description

Full Time/Salary/Exempt

Salary range: \$62 - 72k

Agency Overview

Having books in the home and being read to as a youngster are the foremost predictors of academic success. Page Ahead Children's Literacy Program puts books in the hands of children who wouldn't otherwise have them, provides parents with tools and resources to build family literacy, and engages the community to build awareness and support of reading programs. Page Ahead is the leading provider of children's books and literacy services in Washington State, serving more than 20,000 kids in need each year.

The Position

The Program Director will play a critical role in helping Page Ahead provide high quality programs that can be documented for effectiveness and scaled for increasing positive impact. This critical position will help build and implement program evaluation processes, analyze program data/results, make recommendations on improvements, and work with partners and stakeholders to improve reading outcomes for students. We're looking for a candidate who has both program experience and strong analytical and communication skills. We are also looking for someone comfortable 'wearing many hats' who can adjust/flex as the situation demands.

Responsibilities

- Direct and monitor Page Ahead's existing programs, ensuring consistent quality and efficient program delivery
- Enhance organizational excellence by establishing benchmarks, metrics, timelines, and identify resources needed to achieve strategic goals, proactively recommending and driving improvements as necessary; set standards for accountability and measurements of success
- Manage all aspects of program evaluation including all aspects of the data collection process (data sharing agreements, MOUs, etc), analysis, and any other activities related to program evaluation and measurement; communicate findings to senior leadership, board and funders as needed
- Develop a knowledge management system that ensures maximum sharing of information and learning throughout the organization
- Act as relationship manager to our partner schools and early-learning centers. Develop strong two-way communication with sites and exhibit strong listening and collaboration abilities.
- Conceptualize new programs working in close collaboration with the Executive Director, Program Committee and Board. Ensure alignment of new and existing programs with organizational objectives and strategies
- Develop strategy and systems to scale programs to meet rapidly increasing demand for service

- Engage a wide range of stakeholders including school district leadership, community-based organizations, and others to share information, gain consensus and deliver on program goals
- Provide leadership and oversight in program budget development and implementation, overseeing program expenses and revenues
- Provide excellent leadership and develop program team members, including one direct report (as well as volunteer committees)

Minimum qualifications

Knowledge:

- Bachelor's degree in education, public policy, applied social sciences or related field (advanced degree strongly preferred)
- Knowledge of current research regarding children's literacy, the opportunity gap, etc.
- In-depth knowledge of evaluation including survey design and administration, focus group protocols, report writing and presentation
- Understanding of grant writing and reporting

Skills:

- Cultural competency and demonstrated ability to work with people of diverse races, ages, genders, abilities
- Demonstrated expertise in statistical and longitudinal analysis
- Strong written and oral communication skills and the ability to communicate technical information to a wide variety of audiences
- Demonstrated organizational skills and project management experience, including capabilities suited to detailed management of multiple partners, convenings, and grant reporting requirements
- Ability to take initiative, work on multiple projects simultaneously, and see projects through to completion
- Persistence
- Highly adaptable and able to perform in ambiguous situations
- Ability to develop relationships, be a team player, and act as a key representative for Page Ahead
- Advanced skills in Microsoft Excel, Word, Outlook, and proficient in Tableau. Access and/or other database program experience helpful.
- Given Page Ahead's mission--excellent grammar, spelling, and punctuation are a must

Experience:

- Track record of leading a performance-based and outcome-based program and staff. Experienced at developing operationalized strategies that have taken a program or organization to the next stage of growth

- Two years' experience using research evidence and data to inform policy and practice (preferably education data)
- Two years' experience translating complex research findings and results into usable reports, visually appealing displays, summaries and tools that can be easily accessed and used by staff, board and committees for decision-making and sharing with external audiences (donors, partners, etc)
- Experience with grant writing and reporting
- Experience with data collection, data merging, and metrics

As part of our standard hiring process for new employees, employment with Page Ahead will be contingent upon successful completion of a background check.

To Apply

Email your resume AND cover letter to jobs@pageahead.org. Please no phone calls.