

## **Overview**

Everybody Wins DC believes that shared reading has the power to change lives and that everybody truly wins when adults take the time to read with children. For 24 years, we've been doing just that – bringing shared reading programs to elementary schools across the Washington Metro Area and improving outcomes for students, volunteers, and communities. Now we're looking for a dynamic and passionate person to help lead the organization's shared reading programs for our 25<sup>th</sup> celebration year and beyond.

Join EWDC as our Program Director and play a critical role in helping our team:

- Give students the tools they need to succeed both in and out of the classroom;
- Provide volunteers a meaningful – yet easy – way to improve a student's life while also encouraging their own personal and professional growth; and
- Support communities by establishing meaningful connections between families, schools, and community partners.

## **Position Summary**

The Program Director is responsible for the overall management and delivery of EWDC's shared reading programs, which currently work with 120 partner organizations to serve students at 11 public elementary schools in the District of Columbia and Virginia. The Program Director is a key member of the EWDC Executive Team and must be able to work both independently and in a small, collaborative team environment.

The Program Director creates and drives program strategy and implementation, collects and analyzes program data and outcomes, and thoughtfully supports the organization to strengthen and expand programs and ensure positive, measurable, and sustainable impact. The Program Director also provides leadership to program staff and builds critical relationships with key stakeholders including organizational partners, school system representatives, and business and community leaders.

The Program Director is a full-time, exempt, salaried position.

Reports to: Executive Director

Directly Supervises: Program Coordinator(s), Volunteer and Partnership Manager

## **Key Responsibilities**

### *Program Leadership and Management*

- Provide overall vision and strategic direction for EWDC's shared reading programs, including Power Lunch which connects over 600 volunteers with students to read for one hour a week during the students' lunch period.
- Directly supervise main office Program staff and work closely together to oversee program delivery in existing partner schools and expansion into additional public elementary schools.
- Help define programmatic objectives and targets to help EWDC meet its mission and organizational goals.

### *Data Collection and Program Evaluation*

- Manage the collection of all program and volunteer data in EWDC's centralized database (Salesforce) and other data collection vehicles.
- Analyze data on a consistent basis to determine successes and areas for improvement; create related program improvement plans.
- Develop regular reports on all program metrics, operations data, and volunteer information for the EWDC leadership team and the Board of Directors.
- Determine evaluation tools to analyze and evaluate program measurements to inform program effectiveness, growth, and expansion.

*Outreach and Volunteer Management*

- Define strategic direction and management of recruiting and retaining volunteers and ensure volunteers are cleared, oriented, trained, supported, engaged, and appreciated.
- Build and deepen relationships with community and school partners, expand relationships with current partner organizations, and identify and develop new partnerships.
- Direct all formal and informal communications relevant to EWDC Programs and develop an effective communication strategy around volunteer recruitment and retention, partnership cultivation, parental support, and program awareness.
- Serve as an ambassador for EWDC to the community and assist in fundraising, marketing, public relations and communication efforts.
- Oversee a volunteer management system to ensure sufficient adult mentors and quality programming; including recruitment, training, coaching, recognition, and retention plans

*Operations*

- Recruit, hire, train, and evaluate main office program staff and part-time school-based staff to ensure effective and successful delivery of shared reading programs.
- Develop and oversee professional development opportunities for staff's continuous education and growth
- Develop, implement, and update program policies and procedures
- Assist in developing and adhering to the program budget
- Develop and maintain organizational systems that ensure the efficiency and effectiveness of programs and the organization
- Collaborate with senior staff to build an organizational culture of accountability that empowers and engages staff and enhances program delivery and impact.
- Recruit, train, evaluate, and supervise interns and manage relationships with internship programs at local universities and organizations.

**Qualifications**

- Exceptional leadership, communication, and managerial skills.
- Experience managing programs and is capable of balancing multiple priorities effectively.
- Highly professional demeanor, strong work ethic and time-management skills.
- Excellent written and oral communications skills.
- The ability to take individual initiative as well as possess superb collaboration skills to work with a team.
- Experience in relationship-building and working effectively with different types of stakeholders.
- Bachelor's degree required.
- Proficiency in or demonstrated ability to learn EWDC's CRM database (Salesforce) and other document/data management systems.
- Familiarity with DC Public Schools a plus

**What We Offer**

EWDC offers a competitive salary commensurate with experience. EWDC is proud to also offer a generous benefits package to its employees, including:

- Generous paid time off policy
- Paid parental leave
- Health and dental coverage
- 401(k) plan with employer match

**How to Apply**

Please send your resume and a detailed cover letter explaining how your experience, skills and interests make you a fit for the Program Director position to [jobs@everybodywinsdc.org](mailto:jobs@everybodywinsdc.org). Deadline for submission is July 10, 2019.