



MANAGING DIRECTOR OF AFTERSCHOOL PROGRAMS

The Managing Director of Afterschool Programs (MDAP) will report directly to the Chief Program Officer (CPO) and will be responsible for the agency's program delivery. The MDAP will be responsible for growing the existing programs as well as new program development and will supervise Afterschool Program Directors. Ability to work as a team player and team leader are key requisites for success. The MDAP must be a well-versed professional with 5-8 years' experience in youth development and the not-for-profit arena with knowledge and experience in the following areas: program development, government RFP writing and reporting, staff supervision, budgeting and finance, program measurement and evaluation and strategic planning. The MDAP must have an entrepreneurial aptitude for expansion, calculated risk taking and strategic program vision. The MDAP will be charged with overseeing all aspects of program management with the objective of ensuring our programs consistently achieve and exceed established goals to meet the needs of our children and families.

Essential Duties and Responsibilities

Program Management

- Provide top-level management for our afterschool programming
- Oversee and ensure execution of programmatic strategies
- Leverage data and learning to inform program design and execution
- Work closely with the CPO and other members of leadership to conduct timely review of data to inform decision-making
- Review program budgets, PERS and staffing to ensure that they are aligned with the agency mission and vision

Strategy & Innovation

- Contribute to the development of Bronx House goals and objectives, as well as overall management and leadership
- Assess and recommend new areas for program development
- Experience in developing strategic vision which incorporates staff development as a central piece

People Management

- Provide leadership and management support to team of four Program Directors
- Directly oversee and manage ~110 employees across 4 programs, which comprise over \$1.65M in annual budget

- Recruit, develop and retain high quality program staff
- Establish, build and maintain relationships within the partner schools and community to ensure that Bronx House is consistently meeting the needs of children, families and the community

Qualification, Skills and Knowledge Requirements

- Master's degree in education, social services, nonprofit management or related field with significant program management experience leading youth development programming
- Exceptional leadership and emotional intelligence, with the proven ability to build effective leaders and teams
- Have a demonstrated track record of effective problem-solving and decision-making
- Strong project management skills with the ability to administer multiple projects simultaneously, prioritize workload, and effectively manage resources
- Maintain a relentless pursuit of results and very high standards for performance of themselves and colleagues
- Strong analytical and communication skills (written and verbal)
- Sound judgment, high level of integrity, professionalism, a positive attitude and a sense of humor
- Resourcefulness, creativity and strong problem-solving skills
- Has perspective on issues of equity, diversity and inclusion, particularly as it relates to management practices and our work

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Salary: \$65,000 to \$70,000