



Managing Director of Program Services, Scholar Athletes

Mission: To support academic achievement through athletics

Organization Overview: Scholar Athletes (SA) is a 501 (c)(3), nonprofit organization that was launched in 2009 with the support of former Boston mayor Thomas M. Menino and former Boston Public Schools (BPS) Superintendent Dr. Carol Johnson, in response to a series of Boston Globe articles that identified deficiencies within BPS' athletic programming. With Suffolk Construction's CEO John Fish as the founder, Scholar Athletes is designed to reduce the opportunity gap for urban public high school students and pursues this vision across 19-20 school sites in Boston, 2 in Springfield, MA and Everett High School. The program's mission is based on the proven link between athletic participation and positive academic performance.

Position Summary: The Managing Director of Program Services position will oversee the conception, design, implementation, delivery, management, and evaluation of all Scholar Athletes programming in all markets. S/he will be responsible for overseeing a growing staff of approximately 45 individuals, requiring strong people management, communication, and systems-development skills. S/he will be an integral member of the Executive Leadership Team, which assists in governing the strategy, fundraising, services, and people of the organization. S/he will report to the Executive Director and will be a key internal and external face of the organization.

Department: Scholar Athletes

Reporting To: Executive Director

Direct Reports: 3-5 Program Staff

Location: Boston

Status: Exempt/Salary

Responsibilities:

- **Program Management:**
 - Oversee the design, execution, evaluation and modification of all academic and athletic programs
 - Develop and track metrics for measuring the success of each program for both internal and external audiences
 - Work with direct reports and other staff to develop objective performance measurements across all sites to ensure consistent, high-quality evaluation and goal setting for all employees
 - Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards external audiences
 - Create cross-departmental systems to track all relevant program data, and ensure that data is being captured, assessed, and reported to key stakeholders
 - Ensure that program model is informed by leading educational and youth development research
 - Help create and manage all program budgets to ensure fiscal responsibility and program effectiveness
 - Conduct regular assessments of all program services and people to provide valuable recommendations for organizational improvements
 - Engage alumni, parents, volunteers and other key stakeholders to maximize programmatic support
 - Manage peer organization's partnerships and collaborations to maximize program's resources and outcomes
 - Communicate the program services and goals clearly and frequently to internal and external audiences in a way that aligns with the Development team's goals and priorities
 - Assist with improved branding, marketing, and awareness of organizational programs and resources
- **Leadership and Partnership Development:**
 - Provide the leadership, strategic direction, project management, and coordination of all aspects of Scholar Athletes programming
 - Develop and maintain strategies and systems to maximize synergies between programs and people
 - Ensure all programs are aligned with all district initiatives and agendas

- Cultivate existing and new relationships with key stakeholders to ensure programs' growth and sustainability
 - Serve as the key liaison between Scholar Athletes and each region's school district and community leaders; manage these networks of partners to ensure the development of relationships and programming and play a central role in negotiating school district operating agreements
 - Provide support and guidance to the Development Department donor engagement strategy
 - Communicate consistently and collaborate closely with the Executive Leadership Team, and other program leads, as relevant, to promote organizational cohesiveness and to ensure that all program goals and criteria are being met
- **Team Management & Development:**
 - Support, coach, retain, and motivate a growing staff of diverse individuals
 - Work with direct reports and other staff to develop objective performance measurements across all sites to ensure consistent, high-quality evaluation and goal setting for all employees
 - Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards
 - Facilitate teamwork amongst staff to develop and improve the organizational culture, ability to interface with staff at each level of the organization

Professional Requirements:

Scholar Athletes is seeking an experienced professional with a minimum of 7-10 years of successful work in a program development, people management, and strategy-setting role, preferably in a youth development, academic or relevant non-profit setting. The ideal candidate will be someone who possesses strong managerial and execution skills and who is adept at planning, prioritizing, organizing, assessing, and following through; someone who is highly energetic and able to balance multiple competing priorities; someone who is skilled at building and maintaining strong relationships with key internal and external stakeholders. A track record of leadership, initiative, and program and personal development is essential.

In addition s/he will have:

- A Bachelor's degree (Master's degree preferred)
- Passion for nonprofit work, preferably in the field of education and/or youth development
- A track record as an effective communicator; highly developed skills in writing and speaking; competence in creating strategic reports, presentations, and performance/program evaluations; the ability to communicate the organization's mission and interests to a broad audience
- Ability to travel throughout SA network as needed
- Proven success in managing relationships with and securing buy-in from key external partners
- Strong interpersonal and staff management skills, with successful experience managing direct reports
- An ability to thrive in a fast-paced, data-driven environment; sound organizational skills
- An ability to compile and analyze data (experience using Salesforce and Excel is preferred)
- An understanding of urban public school systems, particularly at the high school level
- An affinity and proven track record for teamwork and an ability to work well with a broad range of **constituencies**
- Experience leading self-directed projects, including the ability to generate effective workplans and to execute on schedule
- Proficient software skills, particularly with Microsoft Word, PowerPoint, and Excel
- An ability to receive and positively respond to feedback
- A comfort level for working under pressure to meet deadlines

Necessary Attributes:

Candidate must possess Scholar Athletes' Core Values: **Driven, Committed, Focused and Innovative**

Interested applicants should submit a cover letter and resume to Noah Stockman:
SAinfo@WeAreSA.org