

Position Description: Program Director

Title: Program Director

Reports To: Executive Director

Supervises: MD Programs Manager, VA Programs Manager, DC Programs Manager, and Mentoring Manager

Type: Full-time, Exempt

Location: Washington, DC

Areas of Focus: Education, Youth Development, Nonprofit Management

Compensation: \$60,000 - \$75,000. AALEAD offers a compensation package that includes fully paid premiums for medical, dental and vision coverage; fully paid life insurance; long- and short-term disability insurance; a 403B program; a professional development stipend; 10 days of annual leave per year (increasing to 15 days with tenure), 6 days of sick leave per year, paid federal holidays off, and paid parental leave. We also offer a hybrid telework schedule.

Asian American LEAD's mission is to support low-income and underserved Asian American youth with educational empowerment, identity development, and leadership opportunities through after school, summer, and mentoring programs. For more information, please visit our website at www.aalead.org.

Position Summary: Seeking a passionate, organized, results-oriented, leader and strategic thinker with excellent interpersonal skills to join AALEAD's leadership team. The Program Director will drive our program and partnership operations, and build a cohesive, inspired, and accountable team to accomplish our mission of assisting underserved and disadvantaged AAPI youth. The Program Director will oversee AALEAD's after school, summer, mentoring, intern, and volunteer programs in Washington DC; Montgomery County, MD; and Fairfax, VA; and ensure successful implementation of these programs with the support of a team delivering direct services. The Program Director will promote the use of data to plan, manage, and evaluate programs. The ideal candidate will also center youth, and actively seek youth and community input to guide AALEAD programming. This is an extraordinary opportunity to help AALEAD shape and implement a new strategic plan.

Duties and Responsibilities

Strategic Leadership and Program Development

- Contribute to and drive AALEAD's strategic goals and objectives, as well as the overall management of the program team, in alignment with the mission and values of the organization.
- Provide effective and inspiring leadership to the program team, and develop a broad and deep knowledge of all programs.
- Support the development of program models, ensuring alignment with positive youth development values, sustainability, and positive impact.
- Advise the Executive Director and executive team on all programmatic issues.
- Support program managers in ensuring program goals align with organizational goals.
- Establish performance indicators to evaluate and measure program success, quality of services, and outcomes for programs.
- Facilitate collaboration between the program team and the Executive Director to inform and drive advocacy and policy work.
- Build a diverse, inclusive, equitable, and performance-oriented culture, ensuring that team members feel accountable, thrive, and meet organizational outcomes.

Program Oversight

- Ensure high quality program design and harness and analyze data to improve programs.
- Oversee development and implementation of evaluation plan for programs and services.
- Establish annual goals for program and staff with programmatic performance indicators and track results.
- Lead the use of program data and evolve AALEAD's database as needed to plan, manage, and evaluate services and programs.
- Support effective compliance with grant and contract requirements and program deliverables.
- Identify partnership opportunities for AALEAD to advance our programmatic goals.

Team Building and Development

- Lead the ongoing assessment and training of program staff and collaborate with program leadership to ensure that staff training supports high quality services and programming.
- Mentor and develop the program team using a collaborative and supportive approach.
- Develop staff's professional skills by creating, leading, and hosting in-house professional development sessions and connecting staff to outside opportunities.
- Conduct annual performance appraisals and ensure a culture of continuous feedback.

Development Support

- Support the Manager of Development and Communications in the grants application process which may include providing data, youth narratives, and writing and editing proposals.
- Support fundraising meetings and events.
- Support site visits for funders at programs and program events.

Budget and Administrative Support

- Help develop the yearly program budget and, once approved, work with the programs team and Manager of Finance and Operations to ensure compliance.
- Approve staff time sheets, requests for payments, travel logs, and credit card purchases.
- Additional duties as assigned.

Required Qualifications

Education and Experience

- Bachelor's degree required, Master's degree in related field preferred and at least five years of nonprofit management experience.
- Demonstrated experience managing a team toward shared meaningful outcomes.
- Demonstrated experience working with youth.
- Demonstrated grant management experience.
- Demonstrated experience with databases, analyzing data, and using data to manage performance.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Skills, Knowledge, and Abilities

- Demonstrated commitment to improving the lives of low-income youth.
- Demonstrated leadership skills in motivating and inspiring staff, volunteers, and community members.
- Strong interpersonal and communication skills, both written and verbal.
- Experience managing budgets.
- Strong command in collecting and analyzing data
- Knowledge of performance management concepts.
- Experience working with Asian American communities.
- Ability to be flexible and respond to new opportunities.
- Organized and attentive to details.
- Fluency in an Asian language is a plus.

Mental and Physical Demands

- High level of concentration and attention to detail.
- Ability to drive - reliable means of transportation to travel throughout the region.
- Ability to work a Monday-Friday regular schedule and flexibility to work evenings, weekends, and holidays, as needed; shifting schedule may be needed at least once per week.
- AALEAD requires the COVID-19 vaccine of all its employees. You will be asked to show proof of your vaccination.
- Asian American LEAD provides for a fair and equal employment opportunity regardless of race, color, religion, national origin, ancestry, sex, gender, age, marital status, disability, military/veteran status, sexual orientation, gender identity, gender expression, marital status, familial status, or genetic information, or other non-merit factor.

How to Apply: Please submit a thoughtful cover letter and resume to Akil Vohra– info@aalead.org. In your email subject line, write "Application for Program Director"