



Director, Programs
Job Description
Reporting to: Chief Operating Officer
Updated: June 2021

The Director, Programs oversees all aspects of SEEDS' student academic programming, which includes the Young Scholars Program (YSP) for 5th and 6th graders, the Scholars Program (Scholars) for 8th graders, and the College Scholars Program (CSP) for high school students during their 11th and 12th grade years. The Director, Programs is responsible for ensuring the delivery of excellent educational programming that achieves the SEEDS' goal of preparing its students for success at competitive secondary schools and most, highly and very competitive colleges and universities.

SEEDS' programs run year-round, with program lengths of 14- and 17-months. This emphasizes the need for the Director to possess excellent managerial qualities, including: strong communication, time management, organization, attention to detail, a welcoming presence, public speaking competence, staff management and mentoring, and candidate vetting and hiring. The Director often represents SEEDS' mission, vision and work to potential and enrolled families, students, partner schools, educational leaders, donors, and the Board of Trustees.

A member of the Leadership Team, the Director, Programs represents the programs voice and priorities in conversation with other Directors. The success of the person and this role directly affects the ability of SEEDS to achieve its mission and long-term goals.

About SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. SEEDS changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. With 160 students per year and more than 3,000 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

Responsibilities

Program Administration: CSP, Scholars, & YSP

- Oversees the planning and implementation of all three programs, including but not limited to: curriculum, hiring, site agreements, transportation, special events, and relationship building throughout the entire community
- Hire, supervise and assess all site staff

- Ensure excellent communication with students and their families
- Oversee the collection and reporting of program data, ensuring accuracy and in a timeliness
- Coordinate the planning, implementation and delivery of all program events and partner with other departments for the delivery of collaborative events

Management

- *Supervision* – Directly manage two and a half full-time program staff; and establish processes and accountability for the supervision of more than 50 educators, deans and students interns during the academic year and in summers
- *Planning* – Set department goals and create the systems and structure to meet those goals; ensure a culture of learning and reflection in departmental planning
- *Relationship Building* – Build strong relationships across SEEDS staff, families and other stakeholders
- *Budgets* – Recommend and manage the annual budget for all academic programs, including the tracking of expenses and expense projections, in coordination with the Manager, Finance and Administration and the Chief Operating Officer

Cross-Department Collaboration

- *Recruitment* – As a member of the recruitment team, schedule and present admissions sessions to schools, students and parents
- *Selections* – Serve as a member of the selections committee for each program under the management of the Director of Admissions
- *Placement Process* – Coordinate efforts with the Placement Department to help educate students and families about the placement process
- *Placement Team* – Support placement processes to independent schools and college applications, including: reading and evaluating applications, communicating with families regarding application status, and supporting school contacts with process
- Be a thought partner for your team, across departments, leadership, and the organization

All SEEDS staff collaborate with and support other teams. Like everyone at SEEDS, this role will perform other organization-wide duties and responsibilities, as needed.

Important Considerations

This position requires:

- Presence at summer sessions at program sites and partner schools in and out of New Jersey
- Frequent work on weekends and evenings
- A valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- Use of a personal cell phone (reimbursed)

Position Qualifications

- Bachelor's degree from a four-year college required, Masters preferred.

- A minimum of 5 years of experience managing an educational program
- Experience running or working in one or more of the following: an educational program in a selective environment; supplementary educational program; educational project management; familiarity with college campus/independent school environment; or other applicable experience
- The ability to effectively and compellingly articulate SEEDS' mission
- Experience in Windows, Google applications, and other tech/database systems
- A deep belief in the importance of access to an excellent education
- Understanding of the complexity of the issues of low-income populations at the local, state and national levels
- A professional presence and attitude, including: interest in growth, problem-solving ability, public speaking skills, ability to prioritize and manage multiple, complex tasks

Salary and other Benefits

- The salary range for this role begins at \$70,000
- Medical, Dental and Vision benefits options available for employee and family; option for Flexible Spending Accounts and other benefits
- 401k retirement Plan with an employer-matching component

To Apply

Send resume and cover letter as an attachment to an email with the subject line "Director of Programs Position" to jevans@seedsaccess.org.

SEEDS – Access Changes Everything encourages and supports diversity and inclusion in our workplace. We aim to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.