



## **POSITION ANNOUNCEMENT**

**Title:** City Leaders Program Manager

**Classification:** Full-time, Exempt

**Reports to:** Director of Programs

**Staff Supervision:** Yes, leads City Leaders Program Staff

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**Date:** January 2020

### **About Us:**

For Love of Children (FLOC) prides itself on being a mission-driven organization providing educational services beyond the classroom to help students succeed from first grade through college and career.

FLOC has successfully operated since 1965, reaching and serving over 10,000 young people. Our services are free to students of low-income families in the District of Columbia. With offices in Washington DC and West Virginia, we serve nearly 600 students per year in local schools and at FLOC's facilities. FLOC brings together students, volunteers, families, and community partners in proven programs that teach, empower, and transform.

The key to our success is largely dependent on the stellar ability of our program management team.

### **About You:**

The ideal candidate will have a sharp business mind and a proven ability to strategize and implement high-level program initiatives. As a natural born leader, you will have a strong talent for project coordination and delegation. Ultimately, you are passionate about the success of young people, and thrives in an environment where professionals, volunteers, families, and especially youth are positively impacted by community-based programming.

If you are a self-starter and will thrive in a dynamic work environment focused on ensuring that program goals, performance targets, and milestones are met during the fiscal year, especially with respect to academic performance of students and volunteer training, we invite you to apply for this position as your next career move.

This role offers the opportunity to maintain a strong presence and involvement in the community to make a positive contribution; coordinates educational resources for high-need students which may include attending parent/teacher conferences, outreach to school counselors and teachers, requests for IEPs, report cards, and standardized test scores; seeks better ways to accomplish defined work goals and objectives; strives to stay current on new ideas and trends in out-of school-time programming and the fields of college access and postsecondary success.

### **Key Responsibilities:**

- Coordinates the operation of the City Leaders Program to confirm that assigned responsibilities are completed according to specifications, budgets, and timelines.
- Responsible for researching, designing, developing, implementing, and working with the City Leaders staff to maintain the program curriculum and assessments.
- Ensure that the Director of Programs and staff are kept apprised of all program developments and are able to prioritize them accordingly. This includes coordination internally with Recruitment and Outreach and externally with partnerships.
- Monitors day-to-day operations related to on and off-site activities affiliated with the City Leaders Program.
- Provide ongoing support to ensure the success of the City Leaders Program.
- Collect and analyze program implementation data.

- Delivers quality service to customers, solicits feedback, and seeks to continuously improve customer service.
- Assist with exporting data for program evaluation and other grant requirements.
- Exercises oversight and provides operational guidance and advice.
- Performs a full range of managerial functions: assigns, directs, and reviews the work of staff; evaluates staff performance; plans, schedules, and coordinates work operations; addresses issues or problems related to work operations.
- Takes proactive steps to minimize delays in delivery.
- Regularly communicates with customers/clients to arrange meetings, confirm program schedules, and discuss any program problems.
- Ensures that customers and/or clients are regularly informed of the status of the program.
- Forecasts potential schedule delays and develops alternate plans.
- Serves as the liaison with other FLOC programs, the Fred Taylor Scholarship Fund Committee, local schools, and other non-profits; establishes and monitors all new and pre-existing partnerships.
- Assists with the development of guidelines for student assessment and creates monthly, semester, and final assessment reports; develops a fall, end of year and summer quarterly report demonstrating student progress in both a quantitative and narrative form.
- Assists with the development of other support sessions that help volunteers effectively serve FLOC students.
- Develops and conducts on-going training for staff; solicits feedback from staff to strengthen trainings, demonstrates a working knowledge of the curricula, including the necessary expertise, skills and abilities to be successful in this position.
- Ensures CLPs staff have content expertise and designs trainings to ensure that they'll be successful in their role.
- Performs other related duties as assigned.

Oversee day-to-day and continuous development to the Project Based Learning and SAT Preparation services within the City Leaders Program for growth, improved implementation, and impact results, specifically tasks include:

- Support the Project in reaching strategic goals.
- Coordinate with partner organizations.
- Direct staff, interns, and other contracted staff as needed.

Assist with event planning, grant support, and other projects as needed. Tasks related to this job include:

- Lead and/or assist in the planning and implementation of the City Leaders Program sponsored events including; a Showcase, Career Night, College Night, FLOC Awards Dinner, End of Year Party or any other events related to the program.
- Assist in other fundraising efforts as needed.

**Requirements and Experience:**

- Bachelor's degree Preferred
- At least 2 years of management experience, leading a successful team of professionals
- At least 3 years of experience in youth development, leading or creating out-of-school time programs preferred
- Experience working with college access and OST programming with children of multiple ages
- Bi- or multi-lingual is a significant plus
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to function well under pressure.
- Proficient with Google Suite or related software.

**Position Type:**

- Full-time exempt position

**Work Environment:**

- This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- This is largely a sedentary role; however, external stakeholder meetings may be required. This would require the ability to travel to and from local meetings, speak with a variety of external stakeholders (families, school partners, funders, and others), and represent FLOC in the community.
- This job is located in the District of Columbia.

**Compensation:**

FLOC offers competitive salaries based on the experience and skills of employees. Additionally, FLOC provides a comprehensive benefits package that includes medical, dental, vision, 403b, ancillary benefits, and paid leave benefits.

**To Apply:**

Please send your **resume** and **cover letter** in attachment form to Brandelyn Anderson, Executive Director at recruitment@floc.org, with the subject line, "FLOC Business Manager". Only competitive candidates will be contacted and invited to participate in the selection process. **No phone calls please.** Applications are accepted until the position is filled.

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For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.