



Job Description

Position Title: SMART Program Director
Reports To: Executive Director
Status: Exempt
Direct Reports: Assistant Program Director, Program Field Staff

Position Summary: Reporting to the Executive Director, the Program Director participates as part of the Executive Leadership team for the SMART program. The Director leads the program team, providing leadership and guidance to ensure a quality SMART program. The Program Director develops annual and long-range plans, while piloting and evaluating alternative program models designed to meet the organization's mission and vision. The Director maintains a strong network and presence with educational leaders statewide, while continually evaluating changes in educational goals and curriculum that may affect SMART. This position requires approximately 20% travel time across the state of Oregon.

SMART's Commitment to Equity

As an early literacy program focused on helping children succeed with reading and learning, SMART can't ignore that deep racial, cultural, social, and economic inequities in our country and state make it harder for some children to succeed compared to others. SMART's vision is an Oregon in which every child can read and is empowered to succeed, and we are making equity a top priority. As part of this, we particularly seek staff members, volunteers, and board members whose personal or professional background gives them unique perspective to further SMART's work in serving children of color and children from other marginalized groups.

PRIMARY RESPONSIBILITIES:

Program Planning and Strategy

- Lead strategic planning process for programmatic initiatives-- Lead Program Support Team and Senior Program Manager team in developing and implementing strategic initiatives and ongoing process improvement efforts.
- Bring program delivery recommendations to Executive Leadership team
- Play a key role in advancing equity in the program and organization, with an emphasis on racial equity.
- Implement strategic focus for SMART, as set by Executive Team and Board of Directors, and communicate program to field staff
- Lead the effort to develop alternative models for expanding service to new areas and diverse populations
- Provide content expertise, research and supporting evidence for new models and areas of work.

Program and Team Leadership

- Ensure SMART program policies, materials and strategies are implemented equitably and are developed with equity and inclusion as a priority and focus.
- Assume ultimate responsibility for program quality and effectiveness.
- Lead the program support team and the assistant program director in developing and implementing evaluation and quality assurance efforts.
- Quantify and document the SMART program's deliverables
- Oversee staffing of all program areas: Set expectations, support professional growth, and evaluate performance

- Plan and lead regular statewide management and staff meetings
- Communicate regularly with Field staff about local issues and report to Executive Team
- Share program-related goals, plans, and events with all staff.
- Responsible for development and oversight of statewide program budget: work with Field staff to develop annual program budget
- Assume ultimate responsibility for the design and implementation of volunteer training, recruitment, support and retention in conjunction with the program staff, with an emphasis on equity and inclusion.
- In partnership with DFA, leads risk management policy and procedures.
- Serve as Staff Liaison to the Program Committee

External Leadership and Partnership

- Lead efforts to build strong community partnerships with an emphasis on engaging communities of color.
- Position ED to communicate SMART's positive effects to educational leaders throughout the state.
- Represent SMART to the educational community
- Maintain strong relationships with state educational leaders
- Prepare timely briefings for Executive Team on national, state, and local educational trends and developments.
- Maintain and build relationships with vendors that supply materials for the program

Volunteer Management:

SMART is possible because more than 5,000 volunteers contribute their time, energy and experience to helping us carry out our mission; that means volunteers account for nearly 100 percent of the people working on the ground to deliver SMART's proven literacy support and book program. Because of this, all SMART employees work and interact with volunteers in varying capacities.

- SMART employees understand the value of our volunteers and ensure their interactions with volunteers are appreciative and professional.
- Because volunteers are donating their time and talents to SMART, employees may need to be flexible and solution-oriented when it comes to expectations around deadlines, communication, ability to attend meetings, etc.

SMART employees publicly acknowledge the importance of volunteers to the organization, providing ample recognition and praise for their contributions when speaking about SMART in external settings.

REQUIRED KNOWLEDGE AND SKILLS

- Sufficient management experience to successfully perform the planning, leadership, reporting and administrative responsibilities of this position
- Strong leadership and interpersonal skills
- Strategic thinker with excellent project management skills
- Demonstrated ability to design and implement program improvements
- Ability to meet people with ease
- Excellent organizational skills, well disciplined, able to meet deadlines, self- starter
- Ability to work under pressure of many priorities and deadlines
- Exceptional written and verbal communication skills
- Commitment to educational equity

- Demonstrated ability to build strong community partnerships with diverse communities
- Bachelor's Degree in relevant field of study

PREFERRED QUALIFICATIONS

- Advanced degree in relevant field of study
- Non-profit leadership experience
- Minimum five years program and volunteer management experience preferred
- Knowledge and demonstrated experience in supporting early literacy of English Language Learners and bi-lingual students.
- Knowledge and experience in PreK-12 schools.
- Prior experience running statewide program
- General knowledge of children's literacy development
- Demonstrated commitment to racial equity
- Commitment to children and community development

KNOWLEDGE AND SKILLS

- Strong leadership and interpersonal skills
- Strategic thinker with excellent project management skills
- Ability to meet people with ease
- Excellent organizational skills, well disciplined, able to meet deadlines, self- starter
- Ability to work under pressure of many priorities and deadlines
- Exceptional written and verbal communication skills

EDUCATION AND WORK EXPERIENCE

- Bachelor's Degree in relevant field of study (minimum requirement)
- Advanced degree in relevant field of study (preferred)
- Non-profit leadership experience
- Minimum five years program and volunteer management experience preferred
- Prior experience running statewide program
- Sufficient management experience to successfully perform the planning, leadership, reporting and administrative responsibilities of this position
- Demonstrated ability to design and implement program improvements
- Demonstrated ability to build strong community partnerships with diverse communities

PHYSICAL REQUIREMENTS:

This position requires approximately 20% travel time to SMART areas throughout Oregon. The noise level in the work environment is usually moderate.

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.