



## **DIRECTOR OF PROGRAMS**

### **Overview**

The Director of Programs is responsible for managing and developing the programs team, overseeing program delivery, and ongoing program evaluation. Reporting to the Deputy Director, this is a new position that will play a key role in building and scaling program operations in alignment with the organization's growth, and driving meaningful impact for our students. The Director of Programs should have an understanding of creative youth development and the ability to operate on strategic, managerial and hands-on levels.

### **About Willie Mae Rock Camp**

Willie Mae Rock Camp empowers girls and gender-expansive youth through interdisciplinary music education programs that combine instrument instruction with creative technology and STEM-based learning. Through the language of music, our students develop and amplify their creative voices, gain confidence in using new technologies to express themselves, and build essential skills for future success.

We reach over 600 students ages 10-17 annually at our Brooklyn studio and partner sites throughout NYC through a range of year-round programming, including in-school music education, community workshops, and afterschool and summer intensives. Across our programs, students learn how to develop a song and create a musical track; receive hands-on instruction and practice using a range of tech including electronic instruments, software and applications, and creative coding; and work together to develop their own collaborative works. Our programs are tuition-free, and we center young people whose voices are underrepresented in both creative and tech fields. To learn more about Willie Mae Rock Camp, visit [williemarockcamp.org](http://williemarockcamp.org).

### **Key Responsibilities**

#### Program Operational Management

- Manage and oversee the design, implementation and operations of Willie Mae Rock Camp's suite of year-round programs empowering girls and gender-expansive youth through music and tech;
- With Deputy Director, develop and manage strategic goals and objectives to guide annual program planning and drive measurable outcomes for students;
- With program staff, lead the development of work plans, activities and strategies to achieve program goals and objectives;
- Cultivate and manage relationships with partner organizations and schools to serve students throughout NYC;
- Lead initiatives to enhance and expand existing programs;

- Contribute to grant proposal development and reporting to government and foundation funders in partnership with the development team, and participate in funder meetings and site visits;
- Oversee and develop systems as needed to ensure program compliance with funding and other external requirements;
- Contribute to annual budget development and collaborate with the Deputy Director and finance team to provide program budget oversight.

#### Team Management

- Supervise a staff team of three, provide ongoing professional development and coaching;
- Recruit, hire, and oversee contracted teaching artists;
- Facilitate regular program team meetings.

#### Program Evaluation

- Oversee program data collection and impact evaluation activities and monitor progress toward established objectives on an ongoing basis;
- Assess program effectiveness and use data to inform continuous learning and improvement.

#### **Qualifications**

- At least five years of relevant experience designing and leading impactful youth programs in a nonprofit or educational setting, including strategic planning, action/work planning, monitoring and evaluation, reporting, and budgeting;
- Background in creative youth development, arts education, or STEAM education;
- Demonstrated success in building and leading collaborative teams, staff supervision and mentoring, and professional development;
- Highly organized and skilled at managing multiple projects simultaneously;
- Excellent written and verbal communications;
- Proactive problem solver and strategic thinker;
- Commitment to creating an inclusive and collaborative work environment that fosters innovation and growth;
- Deep commitment to the mission and values of Willie Mae Rock Camp.

#### **Compensation and Benefits**

The salary is \$90K-\$95K per year. We offer health insurance and a generous time off policy.

#### **Work Environment**

This is a full-time, hybrid position with attendance at our Brooklyn studio at least once or twice per week. We maintain regular working hours of 9am-5pm, Monday through Friday, with occasional evening or weekend hours. The position requires significant computer-based work. We provide staff with a laptop for work use.

#### **Reports to**

Deputy Director

**To Apply**

Please email your resume and cover letter to: [jobs@williemaerockcamp.org](mailto:jobs@williemaerockcamp.org), and include "*Director of Programs*" in the subject line.

Willie Mae Rock Camp is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.