



## Director of Programs Job Description

### Position Overview

#### Position Title

Director of Programs

#### Reporting to

Director of Operations

#### Location

990 Biscayne Blvd. #503, Miami, FL 33132

#### Position Design

On-site/in the field

#### Position Type

Full Time

#### Salary Range

\$65,000-71,000US commensurate with experience

### About S.E.E.K

S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under-resourced and marginalized neighborhoods. We strive to provide workshops and after-school programs to equip children from elementary to high school with critical skills to facilitate economic opportunities with the expectation that they will become lifelong problem-solvers and drivers of innovation in their communities. Our team is committed to making a positive impact in the community, and we are looking for a dynamic and experienced Director of Programs to help us achieve our objectives through effective program management and execution.

### Position Summary

The Director of Programs will oversee the strategic planning and budgeting, implementation, evaluation, and data reporting of the organization's programs.

- After School Program: Build-Code-Grow
- Digital Literacy
- Teen Workforce
- STEAMtastic Summer Camp

See [here](#) for more information on our programs.

This role involves managing program staff, coordinating with partners and volunteers, and ensuring that programs are delivered effectively and efficiently. The Director of Programs will work closely with senior management to align program goals with the organization's mission and strategic plan.

## **Duties and Responsibilities**

The responsibilities of this role can be divided across three key areas: program management, team management and organizational collaboration & stewardship.

### **Program Management (~65%)**

- Develop and implement program vision, goals, objectives and strategies in alignment with the organization's mission.
- Plan and oversee the implementation of program activities and initiatives.
- Manage program budgets and resources, ensuring cost-effective operations.
- Coordinate cross-project activities, lead and evaluate projects, programs, and other staff, physically and or virtually, in various states.
- Monitor and evaluate program performance, production, productivity, quality, and customer-service standards by using data to resolve problems, identify trends, determine system improvements, and implement change.
- Produce reports to demonstrate progress and support vision-setting in order to present to other collaborators.

### **Team Management (~20%)**

- Lead up to 5 program staff to achieve the programmatic goals.
- Effectively steward the culture of the program team.
- Conduct regular 1:1 check-ins and team meetings with program staff to set goals, monitor progress toward the goals, troubleshoot obstacles that surface and celebrate individual and team successes.
- Regularly evaluate, document and discuss performance.
- Coach and develop members of the program team to learn and grow as necessary to achieve goals.
- Identify and allocate resources to help support individual and team success.

### **Organizational Collaboration & Stewardship (~15%)**

- Foster strong relationships with collaborators, including donors, partners, volunteers, and community members.
- Prepare and present program reports for senior management and funders.
- Ensure compliance with legal, regulatory, and organizational policies.
- Enhances department and organization exploring and pursuing opportunities to add value.

- Identify and mitigate program risks and issues.
- Develop and deliver training and development programs for staff and volunteers.
- Coordinate and collaborate with other departments to achieve program goals.
- Coordinate with Event Planner to execute program-related events.

## **Candidate Profile**

We believe it is helpful to share our general idea of the profile of a person who might be competitive for this role, which you can see below. However, we invest in potential and believe that competitive applicants could possess a variety of diverse professional backgrounds. So, if you believe you are a great match for this role, whether or not all of these descriptors are true for you, we encourage you to apply!

### **Professional and Educational Experience**

- 7+ years of experience as a Director of Programs or in a similar role within a non-profit
- Degree in nonprofit management, public administration, social work or a related field
- Experience with grant writing and fundraising preferred

### **Key Competencies**

#### ***Organization, Prioritizing and Executing***

- Thorough understanding of project/program management techniques and methods
- Strong project management skills with the ability to manage multiple programs simultaneously.
- Outstanding organizational skills
- Proficiency in program management software and Microsoft Office Suite.
- Ability to work flexible hours, including ~ four evenings/month and ~two weekends/month, in alignment with a rotation schedule
- Ability to conduct local and interstate travel at least once a month with regular access to a vehicle

#### ***Tracking, Measuring & Reflecting***

- Ability to analyze data and use it to inform decision-making.
- Ability to create reports and engage collaborators on program progress

#### ***Building and Influencing Teams***

- Excellent communication and interpersonal skills.
- Outstanding leadership skills
- Excellent Knowledge of performance evaluation and change management principles
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective verbal and written communication skills
- bilingual (English and Spanish) preferred

### ***Critical Thinking & Problem Solving***

- Excellent problem-solving ability

### **Benefits**

- Competitive salary
- Health insurance package (Eligible after 90-days on staff)
- Opportunities for professional development and growth
- Supportive and collaborative work environment
- Quarterly retreats that center on development and human connection
- Unlimited access to coaching and professional development through dedicated professional development provider
- Promotion opportunities available at our growing organization
- Snacks on site
- Travel reimbursement
- Training Tuesdays on topics such as grant-writing, AI skills, etc.
- 30/60/90 day review with regular feedback loops and annual performance reviews
- Trustworthy team that is supportive of the whole person

### **Process**

**We encourage you to apply by June 25, 2025.**