



Role Description: Manager of K-12 Programs

Position Title: Manager of K-12 Programs

Reports To: Chief Operations Officer (COO)

Position Overview:

The Manager of K-12 Programs at the Sims-Fayola Foundation will play a critical role in overseeing and managing the foundation's key educational initiatives. This includes the Empowered Ambition Youth Development Program, Afterschool Programming at partner schools, and the Summer Academy. The Manager of K-12 Programs will supervise Empowerment Coaches and be responsible for recruiting students for these programs, ensuring high-quality delivery and impactful outcomes for all participants. This role will also involve collaborating closely with the COO on program development and evaluation responsibilities.

Key Responsibilities:

Program Management:

- **Empowered Ambition Youth Development Program:**
 - Oversee the planning, implementation, and evaluation of the Empowered Ambition Youth Development Program.
 - Ensure the program aligns with the foundation's mission and goals, delivering high-impact outcomes for participants.
- **Afterschool Programming:**
 - Manage afterschool programs at partner schools, ensuring they meet the needs of students and adhere to program guidelines.
 - Coordinate with school administrators and staff to integrate afterschool programs effectively within the school environment.
- **Summer Academy:**
 - Plan and execute the Summer Academy, including curriculum development, staff training, and student engagement activities.
 - Monitor and evaluate the effectiveness of the Summer Academy, making adjustments as necessary to improve outcomes.

Supervision and Support:

- **Supervise Empowerment Coaches:**
 - Provide leadership, guidance, and support to Empowerment Coaches.
 - Conduct regular performance evaluations and provide professional development opportunities to enhance their effectiveness.

- **Recruitment:**
 - Develop and implement strategies to recruit students for the Empowered Ambition Youth Development Program, Afterschool Programming, and Summer Academy.
 - Engage with parents, schools, and community organizations to promote the foundation's programs and attract participants.
 - School recruitment as necessary.

Program Development and Evaluation:

- **Collaboration with COO:**
 - Work closely with the COO to develop and update curriculum materials and training programs for Empowerment Coaches.
 - Implement systems to monitor and evaluate program effectiveness, including student outcomes and feedback.
- **Monitoring and Evaluation:**
 - Use data and insights to make informed decisions and continuously improve program quality.

Partnership and Collaboration:

- **Stakeholder Engagement:**
 - In partnership with the Community & Corporate Partnerships Manager, build and maintain strong relationships with partner schools, community organizations, and other stakeholders.
 - Represent the foundation at community events, meetings, and networking opportunities to promote programs and initiatives as needed.
- **Resource Development:**
 - Collaborate with the foundation's leadership team to secure funding and resources for K-12 programs.
 - Manage budgets for all programs, ensuring financial sustainability and accountability.

Qualifications:

- **Education:** Bachelor's degree in Education, Youth Development, Social Work, or a related field. Master's degree preferred.
- **Experience:** Minimum of 5 years of experience in program management, youth development, or education, with at least 2 years in a supervisory role.
- **Skills:**
 - Strong leadership and management skills.
 - Excellent communication and interpersonal abilities.
 - Proficiency in program planning, implementation, and evaluation.
 - Ability to build and maintain relationships with diverse stakeholders.
 - Knowledge of best practices in youth development, cultural relevance, and educational equity.

Competencies:

- **Leadership:** Demonstrates the ability to lead, inspire, and motivate staff and participants.
- **Collaboration:** Works effectively with others to achieve common goals.
- **Innovation:** Seeks out new ideas and approaches to enhance program quality and impact.
- **Accountability:** Takes responsibility for program outcomes and strives for continuous improvement.
- **Cultural Competence:** Understands and respects diverse cultural backgrounds and perspectives.

Work Environment:

- **Location:** Primarily based at the Sims-Fayola Foundation office with regular visits to partner schools and program sites.
- **Schedule:** Full-time position with occasional evening and weekend work required for events and program activities.

Pay Range: \$55K - \$60K

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to joy@sffoundation.org. The Sims-Fayola Foundation is an equal opportunity employer and encourages applications from diverse candidates.