



PROGRAM DIRECTOR JOB DESCRIPTION

Mission:

Serving over 100 students in 4th-12th grades, Building Futures Now (BFN) believes that helping students attain a high quality education through college is the key to economic opportunity and becoming engaged and productive members of their community. BFN's mission is to develop the academic and interpersonal potential of underserved students beginning in the critical elementary and middle school years. We offer access to exceptional educational opportunities and long-term comprehensive support to empower students with the academic and self-advocacy skills and persistence needed to thrive in high school, college and early career.

Position Title: Program Director

Hours: Full-time, exempt, hours may include evenings and weekends as needed.

Position Summary:

Reporting to the Executive Director, the Program Director will play a critical role in achieving the vision of BFN through high-quality programs from elementary through high school. The Program Director will serve as the lead in developing the overall strategy, accountability and outcomes of the BFN programs.

Essential Duties and Responsibilities:

Leadership in Program Instruction, Evaluation and Development

- Plan, develop and implement overall strategy of the after-school and summer programs.
- Develop 4th through 12th curriculum, working with BFN teachers to develop stage specific goals and measurable outcomes.
- Ensure quality assessment of programs and students, including reports, tracking and data analysis.
- Manage new student recruitment.
- Refine processes and implement streamlined plan for private school applications, working with elementary and middle school teachers.
- Working with teachers, develop academic program budget and track program expenses.
- Manage parent meetings and family engagement.

Build a strong team to lead BFN's afterschool and summer programs

- Build and manage BFN full-time/part-time staff, interns and volunteers.



- Hire, onboard and provide training to direct reports.
- Provide regular coaching, guidance and support to team members.
- Lead some direct service, as needed, including tutoring, teaching, and coordinating family assistance

School and Community Partnerships

- Cultivate and maintain relationships with local and private schools.
- Establish relationships with nonprofits, businesses and local institutions to leverage resources.

Other responsibilities as needed.

Qualifications and Experience:

- Commitment to Building Futures Now and its mission.
- Bachelor's degree or higher, a minimum of 8 years relevant experience preferred. Graduate degrees in education and/or business a plus.
- Teaching and classroom experience required. Teaching credential required.
- Experience working with Elementary, Middle School and/or High School-age children.
- Ability to think strategically and a track record of executing multiple priorities.
- Passionate about working with low-income and diverse populations.
- Demonstrated experience in operations, program management and people development.
- Experienced in hiring, training and managing staff and volunteers.
- Ability to thrive and be flexible in a fast-paced environment while having a sense of humor.
- Effective motivator and team player.
- Demonstrated excellence in interpersonal, oral, and written communication skills.
- Ability to support students and families in a warm engaging way
- Must have a dependable car, valid driver's license, and proof of insurance.
- Computer skills in Microsoft Word, Excel and PowerPoint.
- Fluency in Spanish preferred.



Our Benefits:

Building Futures Now is committed to creating an environment that is supportive of learning and development. Our investment in staff includes: medical, dental, vision, life and disability insurance, 10 paid holidays and vacations, participation in a 401(k) Plan, professional development opportunities and a flexible work environment.

Salary: Commensurate with experience

How to Apply:

Application Procedure

Submit a cover letter explaining your interest in the position. Send cover letter and resume via email to info@buildingfuturesnow.org. Please indicate in your cover letter how you heard about our position.

Application deadline: open until filled. **Start date:** Upon availability

Note: Any applicants outside of the San Francisco Bay Area please are advised that relocation assistance is not available for this position.

Building Futures Now is an equal opportunity employer and encourages diversity in all areas of the organization.