



JOB DESCRIPTION

Job Title: Program Director

Reports To: Executive Director

Direct Reports: Program Manager, Program-Development Coordinator, Program Assistant

Job Purpose

The Program Director oversees all functions related to the creation, development, and implementation of DAPCEP programs, courses, and workshops. The program director will provide a strategic approach to plan and implement projects focused on the increasing the number of the students interested and motivated to pursue STEM disciplines. The program director will be the key asset in delivering programming that meets the need of our student and parent constituents in a financially responsible manner. The program director will also manage the relationships with the DAPCEP Program Providers and University Partners, and other tasks/projects as assigned by the executive director.

Position Details:

- Full- Time - Salaried - Exempt
- Work Hours: 9am - 4:30pm Eastern Time (Monday through Friday)
- Some nights and weekend hours are required.

Primary Duties and Responsibilities may include:

Student Programming

- Oversee the design, delivery, and assessment of existing DAPCEP programs, including review and improvement of content, oversight of the documentation of results vs. objectives.
- Lead the development, creation, planning, and implementation of all DAPCEP PK-12 pipeline programs in a manner that ensures an inclusive environment for all participants.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Work to strengthen, build, and maintain strategic partnerships to provide opportunities for students from traditionally underrepresented and underserved communities to participate in programs designed to expose them to STEM disciplines and careers.
- Manage relationships with current and potential DAPCEP program providers, university partners, corporate partners, and school districts.
- Maintain a working knowledge of emerging national trends and best practices in the areas of outreach, pre-college initiatives, STEM pedagogy and diversity as it relates to student success.

Administrative

- Develop, forecast, reconcile, and manage the master program budget to ensure sound fiscal stewardship.
- Create and maintain database detailing all DAPCEP programming models, courses, classes, workshops, and curriculum.
- Lead the process to collect and analyze program and student data, maintain program records, and monitor student progress.
- Foster and develop collaborative partnerships with school districts, community organizations, and STEM based youth organizations.
- Keep senior management informed with detailed and accurate reports or presentations.
- Interface with Board of Directors to provide update on program activities.
- Ability to utilize business software applications including Microsoft Office Suite and other Database packages.



- Hire, train, and supervise all program teams members. Provide feedback and resolve complex problems within group.

Performance Expectations

As integral part of the DAPCEP team, the individual is expected to:

- Be strategic and forward thinking and be able to deliver results often in short turnaround time.
- Possess strong project management, communication, and organizational skills and able to work independently.
- Translate broad goals into achievable steps. Help set and manage appropriate expectations. Manage detailed, complex concepts and problems and make rapid decisions regarding program management. Plan and implement programs.
- Establish strong and appropriate relationships with the Executive Director, staff, governing board, program providers, parents, students, and general community. Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management. Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards. Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector. Demonstrate commitment to continued professional growth and development.

Qualifications

- BSc/BA diploma in management or a relevant field; *master's degree or PMP Certification preferred.*
- Five or more years combined experience directing projects and managing teams.
- Experience creating, implementing, and evaluating K-12 STEM programs and curriculum (*preferred*)
- Strong computer skills and experience utilizing technology, including social media, to deliver programs and services.
- Excellent oral and written communication skills
- Ability to analyze and solve problems and develop and lead programs that designed to deliver an integrative STEM education experience.
- Capable of self-motivation and an ability to use initiative.
- Demonstrated organizational, management, and project management skills, with exceptional knowledge of performance evaluation techniques and key metrics.
- Demonstrated skills in budget management, data analysis, and strategic planning.
- Ability to build relationships of trust among various university and corporate partners.
- Ability to effectively and efficiently develop and execute key projects while simultaneously and continually setting priorities on emerging requirements and changing timelines.
- Ability to maintain high-level of confidentiality, discretion and integrity.
- Exceptional interpersonal skills and ability to work in team environment with persons from diverse backgrounds.
- Proven commitment to promoting equity and diversity and demonstrated sensitivity to the needs and concerns of a diverse and inclusive population.

Detroit Area Pre-College Engineering Program (DAPCEP) is an equal opportunity AT-Will employer.