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**GENERATION CITIZEN**  
**Director, Program (New York)**  
Location: New York, NY

**ABOUT THE ROLE:**

The Director, Program is responsible for managing GC's program delivery, quality, partnerships, evaluation, and expansion in New York. The person in this role will lead a growing team, which currently includes three (3) Program Managers, to implement the core action civics curriculum. This includes partnership recruitment, training teachers, and supporting classrooms. The Director, Program will be responsible for overseeing training of and working directly with teachers and schools who are implementing GC's action civics curriculum, and building capacity for districts and teachers to build systems to do this work on an ongoing basis. They'll report directly to the Executive Director, New York and will work closely with the national Senior Director, Program & Impact, as well as program team members across the organization.

We are looking for an innovative and visionary leader who can elevate and scale our programmatic impact. This is a great opportunity for a hands-on leader to shape the growth and development of our work with educators, agencies, and civic leaders across New York City and other partner districts. We are committed to building GC's community in the New York education and political spheres. We're an all-hands-on-deck team, working in a creative, solutions-oriented environment.

**RESPONSIBILITIES:**

***Strategic Program Planning & Growth***

- Work closely with the Executive Director and Senior Director of Program and Impact to identify and deepen partnerships to ensure growth and impact.
- Cultivate relationships within the education and youth-serving nonprofit sphere to accelerate site learning and collaboration and to enhance GC's presence as a local thought-leader in civics education.
- Manage top level district relationships for future expansion, and work with the Program Managers to develop a pipeline of potential school partners for future expansion, with an eye toward confirming multi-year commitments across districts and with school networks, as well as institutionalizing action civics within schools.
- Build and strengthen partnerships with community organizations and local political representatives to support high-quality civics programming.
- Identify and manage opportunities for program expansion both within and outside New York City.
- Partner with the Executive Director and other staff on action civics-related city and state advocacy campaigns.

***Program Innovation, Oversight, and Management***

- Lead GC's New York team in meeting ambitious local school recruitment goals.
- Directly supervise Program Managers in partnership with the Executive Director.
- Track rigorously GC New York's program progress and coach team members in achieving quality goals.
- Collaborate with the national Senior Director for Program and Impact and other staff to continuously update and refine our teacher professional development programming.
- Manage GC New York's teacher professional development program, which includes recruiting school partners, training participating teachers, observing classrooms, supporting individual class advocacy projects, connecting students with advocacy resources and experts, and partnering with teachers to drive evolution.



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### **Program Evaluation & Operations**

- Manage program measurement and evaluation of programming.
- Supervise Program Managers in coordinating evaluation efforts for volunteer and alumni programming.
- Provide as-needed support to Executive Director for fundraising planning and events.

### **QUALIFICATIONS:**

- 5+ years of nonprofit or education experience, with 3+ years of partnership development experience
- Experience working with middle or high school students, educators, and administrators and familiarity with the language of education standards, curricular development, and school priorities.
- Experience managing a team of people with varying degrees of seniority.
- Vaccinated against COVID-19 or willingness to become fully-vaccinated within two (2) months of the first date of employment. Accommodations will be considered, in line with Generation Citizen's internal policies.
- While all GC teammates are currently working remotely, we expect this person to be based in or near New York City with an ability to commute to our office or school/partners, as required.
- *Preferred:* 3+ years in a teaching or training setting in a large public education system

### **PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:**

- A deep commitment to and passion for Generation Citizen's mission
- Demonstrated ability to recruit, establish, and manage high-stakes partnerships.
- Significant experience setting and exceeding ambitious growth goals.
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong interpersonal and group facilitation skills, as well as demonstrated ability to connect to, engage, and inspire others.
- A professional track record and personal commitment to diversity, equity, and inclusion, especially in regards to program design, program implementation, and organizational leadership
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and with others) in a fast-paced, dynamic environment
- Strong ownership of personal work, as well as team outcomes
- Powerful written and oral communication skills and the ability to maintain professionalism with diverse stakeholders

### **HOW TO APPLY:**

Complete the [application](#) and be sure to attach a resume and cover letter. Our HR representative will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**