



**GENERATION CITIZEN
MANAGING DIRECTOR, PROGRAM & IMPACT**

Location: Remote, with a preference to be located in one of GC's states
(California, Massachusetts, New York, Oklahoma, Pennsylvania, Rhode Island, Texas)

ABOUT THE ROLE:

Generation Citizen is seeking a Managing Director of Program and Impact with proven experience in program management, development, and evaluation in education. The Managing Director will report directly to the CEO and will be a part of the Management Team, who together collaborates on overall organizational strategy and represents GC on a national level, both externally and internally. They will lead the full scaling of an innovative equity-centered curriculum for secondary school teachers and students, along with the development and refinement of teacher training and coaching supports. They will also oversee the monitoring and evaluation of the organization, including partnering with a research partner on an external Randomized Control Trial. They will lead a team of 3 staff and provide dotted line supervision to program staff across 3 regions and remote programming.

RESPONSIBILITIES:

Program Management

- Manage program delivery of teacher professional development program and related capacity-building initiatives across three regions and emerging markets.
- Manage curriculum and training development for the program, including custom materials that align with state civics standards.
- Embed a strong diversity, equity, and inclusion lens in all program design and strategy.
- Ensure high-quality execution of all program deliverables consistent with GC's vision, organizational values, and brand.
- Manage and develop a team of national program staff to achieve quarterly and annual goals, as well as support and develop regional Program Directors through a dotted-line reporting relationship.
- Cultivate cohesion and foster synergies among GC's regional programs; including maintaining a high level of communication and collaboration across national program staff, regional program staff, and consultants.
- Effectively communicate program achievements, progress, challenges, and opportunities to stakeholders, board members, senior leadership, and other internal and external audiences.

Organizational Leadership

- Serve as a member of the Management Team guiding overall organizational decision-making, strategy, and culture.
- Partner with the MD, Sites & Partnership to cultivate a cohesive relationship, and maintain high-level communication and collaboration across the National Program Team and regional programming.
- Work with the Management Team to improve and promote connections between GC's programmatic, policy & advocacy, and development work, and effectively communicate how they inform each other.

Strategic Initiatives & External Partnerships



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- Serve as an organizational ambassador of GC's program nationally by building and deepening relationships with community partners and peer organizations; manage relationships to ensure GC is in tune with, and working in tandem with, other education organizations to best position civics education and Action Civics in the broader education sphere.
 - Elevate GC's brand and profile through thought leadership including, but not limited to, writing articles, attending conferences, and representing GC on programmatic coalitions.
 - Collaborate with the Chief Development Officer to ensure grants and government contracts are aligned with programming and innovations, and to share impact results and learning areas with key funders.

Knowledge Management & Program Evaluation

- Oversee the development of necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by programming (regularly scheduled and innovative pilots) to elevate and share learning and best practices across the organization.
- Oversee the communication of organizational learning and impact with a broad range of communities, and oversee the development of the appropriate dissemination systems and technology to do so effectively.
- In close partnership with GC's Chief Policy & Advocacy Officer, ensure that key project outcomes and/or policy, advocacy, and legislation are evaluated and leveraged for maximum community and learning impact.
- Cultivate and support high-level academic and research partnerships and projects; prioritize potential projects and make decisions on time investments based on what will have the greatest impact on our program and mission.

THE FOLLOWING IS LIKELY TRUE OF OUR MANAGING DIRECTOR, PROGRAM & IMPACT'S EXPERIENCE:

- 7+ years of non-profit experience, across program management and program evaluation, with progressive responsibility and success and a track record of coaching and leading high-performing, collaborative teams
- Experience in the field of education, education reform, or youth development with demonstrable experience creating (or overseeing the creation of) curricula for youth and adult learners, and experience working with youth in a classroom setting
- Holds a deep understanding of the unique stressors of teachers and school administrators, with experience immersing themselves professionally or academically with theories and practices related to project-based learning and teacher professional growth.
- Experience building strong relationships and leading complex change management initiatives, and instilling agency in direct reports amidst ambiguity
- A strong, established network of relationships in the education policy and/or civics education space
- Experience building and tightly managing a program budget, within a non-profit environment with restricted funding and limited resources, and making difficult budget decisions based on weighing risks and rewards

MINIMUM REQUIREMENTS PREFERRED:



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- B.A. or B.S. degree, or equivalent experience, MA in relevant discipline preferred
 - Based on one of Generation Citizen's six regions
 - Ability to travel (20%) to meetings, conferences, and events across the United States
 - Willingness to work evenings and weekends for special events and projects

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A professional track record and personal commitment to diversity, equity, and inclusion, with a high level of cultural competence.
- Strong analytical aptitude with an ability to effectively distill quantitative and qualitative data to inform strategies and decisions.
- Strong ownership of personal work, as well as team outcomes, with the ability to set and manage against goals, strategically anticipate and mitigate barriers to preferred outcomes, and take decisive action.
- Clear, persuasive, and effective written and oral communication skills.
- Ability to maintain professionalism with diverse stakeholders.
- An effective spokesperson and storyteller who is able to persuasively communicate GC's program and impact to diverse stakeholders, including but not limited to funders.
- An inspiring leader, strong relationship-builder, empathetic listener, and excellent manager of people.
- Highly collaborative with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic, and primarily virtual environment.
- An intentional giver and excited receiver of direct and supportive feedback in order to connect to, engage, and inspire staff in all tiers of the organization towards outcomes, as well as for personal growth.

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. Due to the expected volume of applications, **GC team members will not be available to reply directly to inquiries about the position or the status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have the Managing Director, Program, and Impact role filled by **September 1**. We encourage applicants to submit their applications early.