



Program Director Job Description

Organization Overview:

Since 1995, Futures and Options has empowered New York City's underserved youth to explore careers through career development and paid, mentored internships. We reach out to teens at a formative time of their lives, guiding them to further their education and become contributing citizens. Our model program enables middle and high school students to gain much needed access to the economic mainstream, work-readiness training and support from caring adults. At the same time, businesses are connected to a pipeline of promising, motivated, and diverse young people. Our career development programs make it possible for determined, talented teens to acquire the applied skills to successfully contribute to a global 21st-century economy. Since our inception, Futures and Options has served more than 9,000 New York City teens and partnered with more than 500 businesses in New York City, with more than 95% of all students graduating from high school on time *and* pursuing higher education.

Our flagship programs are:

- **The Internship Program** provides paid, mentored internships and engaging relevant career-readiness workshops to teens 16-20 years old. Students acquire transitional work-readiness skills, hands-on work experience, gain entry to small businesses, nonprofits, government agencies, and multinational corporations, all while earning money.
- **Career Essentials** provides work-readiness training and career exploration to middle and high school students. Students attend weekly workshops on topics like: prepping for an interview, time management, and resume writing. They also go on career exploration field trips to diverse companies in New York City for a firsthand look at the working world.

Our supporting programs are:

- **College Guidance Initiative** offers group workshops to prepare high school students for the college application and selection process, including the financial aid process. One-on-one assistance with applications and college selection is also available.
- **High School Success** provides continued work-readiness and career exploration activities to high school students who have graduated from Career Essentials and the Internship Program. These students may also work with a college-aged alumna/ae mentor to help them navigate college applications, selecting a college, and choosing a major.
- **College Success** supports our students in their first years of college by providing working professional mentors who offer guidance as the students navigate their way through school and plan for future careers. Students are also invited to attend events focused on networking, career exploration, and work-readiness skills.

- **On the Road** allows schools and nonprofits to hire Futures and Options to facilitate workshops from our youth career development curricula, either one-time or as a series, for young people outside of our flagship programs.

Job Description:

The program director will be a key leader on the senior management team and an integral player as Futures and Options continues to strengthen its sustainability strategy and implements an ambitious growth plan in order to provide more teens access to its high-quality, successful career-readiness programs. The program director will be responsible for maintaining program quality, its proven effectiveness, and short-term impact outcomes. Reporting to the executive director, the program director will supervise the program team to ensure achievement of programmatic goals and grant objectives; oversee tracking and analysis of program data; drive programmatic strategy and development; support foundation grant writing and reporting; and collaborate on business engagement and strategic partnership initiatives.

Key Responsibilities

The Program Director will be responsible for:

- Working closely with the executive director to help lead the organization to meet key strategic plan goals and identified KPIs.
- Ongoing program development and innovation using a comprehensive approach that integrates the fields of youth development, education, career-readiness and exploration, college guidance, and alumni support.
- Overseeing and managing our program continuum and the implementation of a sustainable growth plan that upholds program service quality and maintains operational efficiency.
- Collaborating with the director of strategic partnerships to represent Futures and Options at schools, community-based organizations, and the business community, assisting in the development of new strategic collaborations that expand our programmatic reach.
- Supervising program team members as they deliver the key components of our programming and track outcome data.
- Overseeing the preparation, coordination, reporting, and budgeting for each program and program activities, including workshops, career exploration events, employer partner development, monitoring, and program evaluation.
- Providing direction to members of the program and business engagement teams on the mandatory use of the Salesforce database.

Other Responsibilities

- Maintain standards of excellence for all programs, ensuring high-quality implementation and achievement of goals for students served, successful completion, and desired short-term impact.
- Design engaging and relevant programming to meet the emerging needs of our students, alumni, and partners.
- Ongoing review and development of program curricula and training materials.
- Oversee the management of the program calendar.
- Create staffing plans to meet programmatic growth goals and maintain appropriate student to staff ratios.
- Oversee interviewing, hiring, and training of new program and business engagement team members.
- Advise and support students as needed.

- Collaborate and advise on the development of annual budgets for all programs; oversee each program budget and resources.
- Ensure programs operate in compliance with funding sources so that intended results are achieved.
- Work with executive director and grants manager to coordinate the reporting needed for programmatic grants.
- Maintain relationships with a network of school, community-based organizations, and business partners; support the evaluation of opportunities to expand external partnerships and in the management of those relationships.
- Serve as a resource for the program team members in order to reach established goals and objectives and troubleshoot logistical issues.
- Oversee collection and analysis of program evaluation data, including: site visit data, participant post-program questionnaires, supervisor evaluations, and others data collection tools.
- Monitor trends, best practices, government actions, and legislation pertaining to youth workforce development, career-readiness, college attainment and college graduation.
- Work with the executive director and program leadership team to plan the strategy for and management of all aspects of newly created programs.
- Represent the Futures and Options team at all board-related meetings and on special projects.

Qualifications

- Master's degree in education, public administration, business, or related field.
- Strong management skills with at least three years of proven leadership, financial planning, strategy and performance management.
- Understanding of current and emerging issues of youth career- and college-readiness programs and experience in the youth development area.
- Detail-oriented, highly-organized, enthusiastic, hard-working, and a strong role model.
- Excellent interpersonal, listening, and written and verbal communication skills.
- Results-driven with ability to think innovatively and creatively, take initiative, prioritize, and meet deadlines.
- Ability to work effectively as part of an interdisciplinary team.
- Experience developing relationships with people of different backgrounds and abilities..
- Understanding of corporate, government, and nonprofit business culture.
- Must have outstanding computer proficiency in MS Office, including Outlook, Excel and PowerPoint and knowledge of Salesforce. Salesforce experience preferred.
- Willingness to use public transportation to travel to schools, business, and partner organizations throughout the five boroughs.

Compensation and Benefits

The annual salary for this role will range commensurate with qualifications and experience. Futures and Options also offers a comprehensive benefits package including 95% health coverage, dental, vision, and a generous paid leave policy.

Contact

To make recommendations or to apply for this role, please email your resume and cover letter to Patty Machir at pmachir@futuresandoptions.org with Program Director as the subject line.

Futures and Options is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, LGBTQ+, and other underrepresented applicants.

No phone calls. Only those candidates selected for an interview will be contacted.