



# Education Initiatives Program Manager Position Description

**Hiring Date:** August 15, 2014 (*or until ideal candidate is identified*)  
**Reports to** Director of Education Initiatives  
**Status** Full-time, regular, exempt

## Overview of Organization

Charleston Promise Neighborhood (CPN), incorporated May 12, 2010, is a progressive nonprofit organization inspired by the Harlem Children's Zone to create a seamless continuum of wrap-around prenatal-to-college services. Through collaborative, multi-year funding support from the cities of Charleston, North Charleston, Charleston County, the Charleston County School District (CCSD), and philanthropic investors, we have formed the first comprehensive public/private partnership focused on improving parenting, education, employment, housing, healthcare and community revitalization in the 5.6 square mile area of Charleston County, South Carolina that straddles portions of the cities of Charleston and North Charleston.

Because of a strong partnership, in June 2014 CCSD and CPN jointly created the Charleston Promise Neighborhood Learning Community (CPNLC) to ensure acceleration of academic achievement and classroom excellence in neighborhood primary schools. This unique partnership allows for greater operational flexibility, innovation, an increased focus on student-specific data analysis, and intentional alignment of individual, team, school, and school system goals. CPNLC educators convene regularly to engage in collaborative professional learning to strengthen teaching practices and increase student results. CPNLC's strong focus on data collaboration is shifting the delivery of instruction from "teaching children to ensuring children are learning".

Please find additional information at [www.charlestonpromise.org](http://www.charlestonpromise.org).

## Job Summary

The Education Initiatives Program Manager (EIPM) is an integral part of the CPNLC Leadership Team and is responsible for overall planning, budgeting, program design and implementation, and monitoring data to achieve desired outcomes for school-based programs. As a member of the CPNLC, the EIPM will manage the activities, committees and special events of the Education Initiatives Division, which currently includes: Achieving Classroom Excellence (ACE), College Bound Culture, Expanded Learning Time, Parent Engagement, and YouthPromise. Data collection and analysis, research, program evaluation, and results dissemination are key functions of this position. The EIPM will report to the Director of Education Initiatives and will supervise two employees, as well as, support school-based after-school site managers. The EIPM must have extensive school-based experiences and be able to collaborate with school district officials to ensure successful partnerships between CPN, CCSD, nonprofit partners, consultants and key stakeholders. Additionally, the EIPM must have the ability to lead and motivate a high-performing, mission-driven staff. The ideal EIPM candidate must be a self-starter and team player with an entrepreneurial spirit, initiate projects with little direction, have strong project management skills, and pay close attention to detail.

## Primary Duties and Responsibilities

The EIPM performs a wide range of duties, which include:

- Planning and delivery of the Education Initiatives programs and activities, in accordance with the mission and the goals of the organization
- Managing overall Education Initiatives programming and administration, including bookkeeping, grant reporting, and budget management
- Analyzing program data and developing content for fundraising and grants management
- Supervising an Education Initiatives Program Coordinator, AmeriCorps VISTA volunteer, and four (4) school-based site managers for extended learning time programs
- Managing vendors, consultants, partners, and other stakeholders that provide goods/services

- Communicating with teachers, parents, school administrators, school district leaders, community members, and other stakeholders to gain community support and solicit input for program implementation and improvement
- Developing an overall marketing plan and annual budget
- Implementing sound policies and procedures to optimize program delivery and impact
- Leading the development and implementation of long-term goals, objectives, and systems
- Developing and implementing a program evaluation framework to assess the strengths of the program and to identify areas for improvement, to ensure results are achieved
- Acquiring knowledge of various community-based and governmental resources, and advocate for the acquisition of such resources on behalf CPNLC's programs

The Program Manager should demonstrate competence in the following areas:

- **Build Relationships**: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Results Oriented**: Understand and use data to drive change, innovation, and exceed student outcomes.
- **Communicate Effectively**: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation**: Develop new and unique ways to improve educational outcomes
- **Focus on Stakeholder Needs**: Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork**: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead**: Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions**: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize**: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan**: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems**: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

#### **Minimum Qualifications**

- A commitment to the mission and programs of CPN
- 3-5 years' experience as a school leader and a proven track record of raising student achievement, preferably in high-need schools or with high-need populations of students
- Master's degree preferred or equivalent experience
- A successful track record in setting educational priorities, keen analytical and problem-solving skills which support and enable sound decision-making
- Strong organizational, planning, leadership, writing and communication skills
- Ability to lead and motivate a high-performing, mission-driven staff
- Extensive experience in program research and evaluation, and data analysis
- Ability to multi-task with the skills to shift quickly and effectively among tasks and priorities in a resource-constrained organization
- Ability to solve problems and work independently, and excellent attention to details
- Mastery of Microsoft Word, Excel, and PowerPoint

#### **Licenses and/or Certifications required:**

- Current drivers' license, with current automobile liability insurance
- Criminal background check

#### **How to Apply:**

Please email a compelling cover letter, resumé, writing sample, salary requirements, and three (3) professional references, in one attachment with Education Initiatives Program Manager in the subject line to: [EducationInitiativesSearch@charlestonpromise.org](mailto:EducationInitiativesSearch@charlestonpromise.org)

No phone calls please. Due to the high volume of applications, only those selected for interviews will be contacted.

***CPN participates in e-Verify, as required by state law.  
Background check required.***