



**Position Title: Regional Program Director, Horizons Greater Philadelphia**

Direct Supervisor: Executive Director

Employment Type: Full-Time Exempt

Salary Range: \$80,000 - 90,000

Location: Remote and in-person at local Horizons sites

Position Start Date: February 2024

**About Us**

A regional affiliate of Horizons National, Horizons Greater Philadelphia's (HGP) mission is to promote educational equity in the Philadelphia metropolitan area by implementing critical summer and out-of-school programs that support students in under-resourced communities. HGP was founded in 2020 to expand Horizons programming in the Greater Philadelphia area and support existing area sites which include Horizons at The Episcopal Academy, Horizons at Greene Street Friends School, Horizons at Cristo Rey Philadelphia High School, and Horizons at Springside Chestnut Hill Academy. In 2024, HGP anticipates supporting at least 420 students. HGP focuses on a sustained commitment to students to support academic achievement and healthy youth development.

**About the Position**

The Regional Program Director (RPD) is a critical role as Horizons Greater Philadelphia (HGP) looks to support its existing network and expand its presence in the five-county Philadelphia area. The RPD reports to the Executive Director. The role is designed to oversee and support area summer and school year programming, with the goal of ensuring program quality, fidelity, and regional collaboration. Ultimately, it is the RPD's responsibility to work with the Philadelphia-area programs to ensure successful programming, positive student outcomes, and satisfaction on the part of regional stakeholders including our Horizons families. A successful candidate will bring a passion for the mission of closing the opportunity gap in education. As part of a small team, the RPD will also participate in a variety of administrative activities.

**Job Responsibilities**

**Lead Communication and Coordination with Site Directors**

- Assist the Executive Director in serving as a liaison between HGP and program host institutions as well as Horizons National and host institutions, ensuring that communications are received and understood, policies are followed, resources are disseminated and reports are completed
- Maintain a regional resource sharing platform (HGP Dashboard and Shared Drive)
- Coordinate regional and shared resources among sites for field trips, transportation, curriculum, and other program resources
- Proactively identify new resources, partnerships and opportunities to support sites, staff, and programs
- Coordinate and facilitate bi-weekly Executive Director meetings

- Assist the Executive Director in working with host schools and site boards to provide annual feedback for site directors and program operations
- Support the development and execution of annual plans for each HGP site
- Lead Program evaluation effort and offer support and assistance to area sites through in-person visits during the summer and school year programs
- Plan and execute regional family, student, and teacher events throughout the summer and school year including but not limited to: Regional Swim Meet, annual Regional Holiday Movie, parent programming, etc.

### **Coordinate Professional Development for Executive Directors, Teachers, and Program Staff**

- Responsible for region-wide professional development opportunities for site leadership including a Regional Professional Development Day (May 2024) for all staff
- Plan annual Executive Director's Retreat
- Design and implement mechanisms for professional feedback and coaching
- Identify new professional development offerings to benefit sites based on analysis of program evaluation and feedback

### **Oversee Student Enrollment & Data Reporting**

- Hold primary responsibility for overseeing and verifying all student enrollment and program data collection and reporting. Maintain regular communication and coordination with Horizons National.
- Perform additional data analysis as needed for board, stakeholders, and regional priorities
- Support Executive Directors in their student recruitment and retention efforts
- Support Executive Directors in their STAR testing efforts, including data interpretation at pre-and post-assessment
- Coordinate with Horizons National to offer any additional training required by area site directors
- Maintain all program records as required

### **Lead Program Internal Affairs**

- Provide leadership and tactical implementation for programmatic growth and quality for an expanding non-profit
- Serve as a member of the organization's senior leadership team, leading day to day operations and strategy
- Work with Executive Directors to recruit, manage, and retain program Boards
- Co-lead the Board of Directors Program Committee
- Report to Board's Program Committee and full Board
- Represent HGP at relevant field events, including the annual Horizons National Conference and Philadelphia-area educational and non-profit events

### **Support Fundraising & External Affairs**

- Partner with the HGP Board and Executive Director to identify and cultivate institutional partners and launch new host sites
- Contribute to grant writing efforts, providing data analysis and program insight as needed
- Engage in community conversations and efforts around education, out-of-school time learning, and healthy youth development
- Participate in fundraising, donor stewardship, and communications

- Manage and update donor database, Network for Good
- Co-manage external communications efforts such as monthly newsletter and a robust social media calendar
- Support donor acquisition and cultivation events, especially through summer site visits

### **Skills and Qualifications**

- At least five years of prior experience, including prior success in program management roles, preferably in an organization with a focus on education, children, youth, or families OR experience working in a school or youth in a youth development setting in a supervisory capacity. Candidate must possess a bachelor's degree or higher.
- Background in teaching, curriculum design or education preferred.
- Experience in education and/or non-profit management is required. Experience with OST programs and Youth Development programs preferred.
- Excellent written and verbal communication and presentation skills
- Strong project management and organizational skills, attention to detail, and ability to set and meet deadlines with competing priorities
- Strong interpersonal skills and demonstrated ability to build and sustain positive and respectful relationships, with a sense of cultural competency and experience working with a diverse range of stakeholders
- Ability to thrive within a small team environment and work collaboratively or independently as needed, with high degrees of personal initiative and accountability.
- Familiarity with program administration, including operations and staff management
- Availability for some early morning, evening and weekend commitments required, with advanced notice.
- Ability to attend Horizons National Conference from Monday, February 26 - Thursday, February 29, 2024 preferred.
- Driver's license, reliable transportation, and background checks are required.
- Computer proficiency required.

### **To Apply**

- Send a cover letter, resume, and three professional references to Lauren Maloney, HGP Executive Director: [lmaloney@horizonsphiladelphia.org](mailto:lmaloney@horizonsphiladelphia.org). References will not be contacted without the candidates permission.
- The position is open as of December 2023 and will be filled as soon as possible.