Girls Inc. JOB DESCRIPTION

Position: Director of Program & Training Services

Location: Girls Inc. National Resource Center
Indianapolis, Indiana

Responsible to: Chief Operating Officer

Background: Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 138,000 girls across the U.S. and Canada with life-changing experiences and real solutions to the unique issues girls face. Girls Inc. gives girls the right tools and support to succeed, including trained professionals who mentor and guide them in a safe, girls-only environment, peers who share their drive and aspirations, and research-based programming. At Girls Inc., girls learn to set and achieve goals, boldly confront challenges, resist peer pressure, see college as attainable, and explore nontraditional fields such as STEM. Informed by the experiences of girls and their families, Girls Inc. works with policymakers to advocate on key legislation and initiatives.

With Girls Inc. in her corner, every girl can be healthy, educated, and independent. Learn more about our programs and advocacy at www.girlsinc.org.

Summary: The Program & Training Services Department is responsible for all supports that build and strengthen the capacity of our member organizations to deliver the Girls Inc. Experience. The Girls Inc. Experience consists of people, an environment, and programming that, together, empower girls to succeed.

- The people are trained staff and volunteers who build lasting, mentoring relationships, and peers who share their drive and aspirations.
- The environment is girls-only, physically and emotionally safe; there is a sisterhood of support, high expectations, and respect.
- The research-based programming is hands-on, minds-on, and meets the needs of today’s girls to provide the age-appropriate information and knowledge so girls make decisions leading to healthy lives; succeed academically; and develop life skills to prepare for adulthood.

The Director leads the department and:

- Takes overall responsibility for the design, development, publication, and dissemination of programming, programs and programmatic activities, as well as for all related training, in support of the Girls Inc. Experience.
- Collaborates with member organizations to develop, refine, and augment program and training services.

The Director is in a significant leadership position for both the national organization and the Girls Inc. Network. As a strategic thought leader, the Director uses his/her influence and credibility to encourage and contribute to a collaborative and results oriented culture.
RESPONSIBILITIES:

1. **Program Planning and Development**
   - Identify priorities and goals for program development within the context of the Girls Inc. Strategic Plan and annual priorities.
   - Collaborate with Research, Affiliate Services, and other national staff to ensure that programming responds to the strengths, needs and interests of girls based on research, current trends, and the experiences of girls served by our member organizations.

2. **Training Design, Development and Implementation**
   - Establish and direct the strategic long-term goals, policies, and procedures for the organization’s training function, clarifying the annual training schedule.
   - Collaborate with Program & Training staff, Research, Affiliate Services, and other national staff to provide training that equips member organizations to deliver Girls Inc. programming to girls with fidelity, integrity, and excellence.
   - Ensure that Girls Inc. is up-to-date with current training resources, identifying trends and issues related to training.

3. **Fund Development**
   - Coordinate efforts with Development to raise funds necessary to support the national organization, Girls Inc. program development, and training programs.
   - Develop and contribute to concept papers and grant proposals with significant program and training components.
   - In conjunction with Development, maintain contact with funders including narrative and financial reports.

4. **Program Growth**
   - Work with other departments to develop and pursue innovative strategies to reach un-served and underserved populations of girls, using information technology and other marketing/distribution channels to extend the Girls Inc. reach.

5. **Visibility and Inter-agency Collaboration**
   - Develop and maintain interagency networks and linkages in support of Girls Inc. in the youth development community and in the topical areas of current initiatives.
   - Represent Girls Inc. at meetings and conferences.
   - Serve as a resource on informal education, gender equity, specific programs and issue areas.
   - Promote the organization’s reputation for excellence and expertise in informal math and science education, health, and other aspects of girls’ lives.

6. **Supervision**
   - Identify, hire, support and supervise staff in the Girls Inc. Program & Training Services Department.
   - Identify, hire, and supervise consultants supporting the program and training
efforts.

7. **Budget Development and Management**
   - Prepare budgets and forecasts for assigned responsibility centers; utilize resources wisely.
   - Develop, oversee and manage budgets for key initiatives as needed; submitting reports as required by finance officers and funders.

8. **Organizational Planning and Management**
   - Participate in organizational planning and decision making.
   - Serve as staff liaison to Girls Inc. National Board about program and training matters.
   - Collaborate with senior staff and other colleagues to increase organizational productivity and effectiveness.
   - Participate in public education, visibility, and public relations initiatives to increase understanding of girls’ issues and Girls Inc.

9. **Diversity**
   - Encourage a work environment in which racial, ethnic, gender, and religious differences are valued and managed productively.

10. **Other Duties**
    - Conduct other duties as assigned by the President and Chief Operating Officer.

**QUALIFICATIONS:**

**Education:** Master's Degree or equivalent experience

**Experience:**
- Minimum 8-10 years experience, demonstrating success in participatory education, design of programs, and training activities, work with youth, girls’ development, gender equity, and related areas
- Skill and experience in teamwork and supervision
- Demonstrated strategic thought leadership and ability to encourage and support national staff and affiliate leaders within a collaborative and results oriented culture
- Budget development, financial management, particularly grants management for federal and private funding
- Prior agency and management/operations experience
- Excellent writing and public speaking skills
- Knowledge of both formal and informal education practice and organization
- Skill in, and enthusiasm for the use of information technology; proficiency in the Windows environment (word processing, spreadsheet, database, Internet)
**How to Apply:** Interested applicants must submit a resume with cover letter including salary requirements via the link below by March 17, 2015.

https://girlsinc.secure.force.com/recruiting/OpenPositionDetail?ph=b1a8966f9ec086c22cb32cd8382788a3f63ca3969af9b9c3d96f6cddbc30f526

**Girls Inc. is an Equal Opportunity Employer.**