



**Position Title:** Director of Strategic Initiatives for Schools and Programs

**Department:** Schools and Programs

**Position Type:** Full-Time, 12 months

**Reports To:** Vice President of Schools and Programs

**Exemption Status:** Exempt

**Salary:** \$73,500+ Benefits + 401 (K) with employer match and Total Rewards Package

### **Position Summary**

The Director for Special Projects will work closely with the Vice President of Schools and Programs and UrbanPromise Leadership Team on projects which will build capacity and strengthen UrbanPromise's schools and programs. This role will require a balance of leadership, collaboration, administration, and project management as the person works with staff, volunteers, and other stakeholders at all levels of the organization on a diverse range of projects.

### **Responsibilities**

- Uphold and integrate UrbanPromise's values (Faith, Innovation, Community, Holism) into your work and demonstrate the character qualities of enthusiasm, flexibility, integrity, kindness, self-control, and perseverance.
- Lead UP's program and school-focused data collection and analysis efforts (currently using Civicore and Alma) with a focus on student participation and outcomes, grants, and development.
- Lead UrbanPromise Schools' accreditation process with a goal to gain accreditation within 18 months. Recruit and help direct committee chairs and members on key accreditation issues. Collect and organize various drafts and work product. Interface with Middle States.
- Coordinate with school and program staff to review, record, and develop standard operating procedures and emergency procedures. Lead implementation training, compliance, and evaluation across the schools and programs.
- Oversee the Operations Department providing clear expectations, oversight, and accountability to ensure that all our facilities are functional, safe, and attractive. Help develop and approve capital improvements in line with the capital budget. Work with the Operations Manager to ensure vendors and contractors are providing timely, quality, cost-effective service.
- Liaison with the Camden Board of Education and the UrbanPromise schools and Children and Youth Ministries Department on meals and snacks including enrollment, reporting, and scheduling.
- Coordinate and track Emergency Family Fund requests, funding, and decisions by the committee.
- Take on other projects and work as assigned. These could include areas such as transportation and fleet management, cross-departmental collaboration support, support with HR/Finance/Development tasks for schools and programs, student, and staff recruitment and/or liaising with the Board of Education on state and federal spending.

- Assist the Vice President of Schools and Programs with other school and program needs as they arise. Work with and support school and program staff with day-to-day needs as they arise.
- Along with other leadership team members, represent UrbanPromise with the broader community including UrbanPromise families, donors and funders, partner organizations, and community members and organizations.
- Serve on the leadership team by fully participating in weekly meetings, providing thoughtful support and encouragement for the team, and engaging in joint decision-making with a goal of strengthening the organization.
- Participate in and as requested, help with periodic development events/activities, monthly All-Staff meetings and other UrbanPromise events and activities.
- Participate in the employee performance evaluation process. Participate in and seek out professional training and development opportunities.
- Director of Strategic Initiatives for Schools and Programs will adhere to all employee and communicable disease policies and participate in All-Staff events.

#### **Education and Experience**

- A minimum of 5-7 years of experience at senior management level either in the private or public entities, preferably schools and/or non-profits with youth development programs.
- At least a Bachelor's degree.
- Requires outstanding interpersonal and project management skills with the ability to communicate within all levels of the organization and with a diverse set of external partners.
- Proven ability to remain objective, discrete and exercise common sense. Able to develop strong, trusting relationships within and outside of the organization.
- Thrives in a dynamic environment and is able to work on various projects simultaneously, requiring strong organizational and time management skills.
- Having a CDL with P and S endorsement or ability and willingness to get a CDL is a significant plus. While driving is not a significant part of this job, we encourage staff, particularly those in senior level positions with schools and programs, to get their CDL to help with special events or occasional schools & program's needs.

**Physical Requirements:** Be able to lift 20 lbs.

#### **\*\*Equal Opportunity Statement**

At UrbanPromise, diversity, equity, inclusion, and belonging aren't just ideals—they're vital to our success. We're all about building a team that mirrors the beautiful diversity of the communities we serve. We're committed to nurturing an inclusive workplace where every staff member, youth, family, volunteer and or donor regardless of background, feels right at home, fully engaged in our inspiring mission and values. Plus, we're dedicated to championing racial and social equity in everything we do! Join us in this incredible journey toward a more diverse, inclusive, and equitable future!

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, VP of Human Resources and Volunteer Programs, Pamela Foxx- Levi at [pfoxx@urbanpromiseusa.org](mailto:pfoxx@urbanpromiseusa.org).