Program Development Manager

Classification
Exempt

Reports to the
Sr. Director of Worldwide Programs

Date
4/3/18

JOB DESCRIPTION

Regional Office Vision (Locations: New York, Chicago, Los Angeles)
The goal of the Regional Offices is to serve as a think tank for beta pilot program execution and evaluation to provide a test site to streamline and restructure pilot programs for national or global scalability. Strategically the Program Development Department serves to strategically strengthen the capacity of global affiliates, by creating new pilot programs and enhancing existing programs to be scalable, fundable, client-centered and outcome based.

Summary/Objective
Under the supervision of the Senior Director of Worldwide Programs, the Program Development Manager will work closely with the Dress for Success network of affiliates to manage all aspects of program implementation, execution, statistical evaluation and project assessment.

ESSENTIAL FUNCTIONS

Administrative

- Establish and maintain a collaborative working relationship with affiliates, staffing, volunteers, interns and a diverse set of stakeholders
- Prepare exemplary written correspondence (i.e. thank you letters, evaluation and overview documents, etc.)
- Develop data collection tools, compilation and efficient systems of analysis and evaluation
- Compile measurements of success, best practices by tracking and analyzing program outcomes
- Contribute to department’s general administrative tasks, as needed
- Works to improve job skills, knowledge and performance
**Evaluation and Compilation**

- Effectively plan and implement all stages of program statistical evaluation
- Ensure the seamless compilation of quantitative and qualitative data collection and reporting
- Monitor funding mandates; prepare and implement MOU’s with respective affiliates
- Observe the achieved metrics of participating affiliates and provide ongoing supports and alerts
- Drafts reporting narrative based upon the compilation of raw program data
- Facilitates regular webinars, group and one on one calls with affiliates to provide updates, trouble shoot and monitor programmatic progress

**Programming**

- Works in concert with the Senior Director of Worldwide Programs to ensure that program metrics for all measurements of success are being achieved or exceeded; that recruitment practices are met and that optimal outcomes are being generated amongst participating affiliates.
- Ensure that the Programs Team is well-versed on the details of each affiliates program progression and efforts to troubleshoot

**Special Events**

- Works in concert with the Programs teams to ensure the high level orchestration and execution of client centered conferences (i.e. Success Summit, Financial Empowerment Conference, etc.)
- Effectively coordinates logistics for diverse stakeholders prior to, during and after the conference’s execution

**Other duties, as assigned.**

**Competencies**

1. Research and Evaluation
2. Report Writing
3. MS Office (i.e. Excel, Word, PowerPoint, Publisher)
4. Statistical Data Compilation

**Work Environment**

This job operates in an office setting and diverse external settings.
Physical Demands
May need to lift and/or move up to 10lbs. and occasionally lift and/or move up to 25lbs.

Position Type and Expected Hours of Work
Full-time position working 35 – 40 hours per week with a typical schedule of 10AM – 6PM; Monday – Friday. Occasional evening and weekend events/activities

Travel
Travel is primarily local, during the course of the business day, with few exceptions

Required Education and Experience
• Graduate degree from an accredited college or university with a concentration in evaluation, research, measurement, assessment, and/or statistical analysis is desirable
• Knowledge of evaluation and research methodology and theory; descriptive and inferential statistical analysis procedures and interpretation a plus

Preferred Experience
Non-profit

AAP/EEO Statement
Dress for Success is an Equal Opportunity Employer

How to apply
Please send a thoughtful cover letter and resume to programdevelopment@dressforsuccess.org with “Program Development Manager” in the subject line