



Position:	Program Director
Status:	Full time
Compensation:	\$80,000-\$90,000
Benefits:	100% individual coverage with a platinum-level health care plan, retirement investment plan with employer match, and flexible schedule to promote optimal personal health
Start Date:	February 2022

About One World Education

One World Education leads the largest writing program in the Capital Region with in-school and afterschool programs that connect writing to social justice. With a mission to transform students into writers with voice, knowledge, and purpose, students in 90% of its schools show statistically significant gains in research and writing skills. For more than a decade, students participating in One World programs have become critical researchers and skilled writers, two essential skills for college and career success.

About You

You are energized to connect programs that drive exceptional teaching and learning to schools that need them. You understand the unique needs of teachers, principals, and administrators and you're able to communicate with clarity, gratitude, and action. You're drawn to being part of something that's growing and serving students beyond our partner community through a mindset that we succeed when our partners succeed.

Position Overview

The Program Director will be the organization's academic and organizational voice to potential and existing program partners. Your leadership will ensure that One World's programs operate at capacity and are continuously improving and growing. The Program Director is a precise and clear communicator, extremely organized, and is always aware of strategy, goals, partner status, potential risks, and how to overcome obstacles.

Partner Recruitment (50%)

- Establish and lead a partnership recruitment strategy
- Lead potential partner outreach and arrange meetings for you and CEO
- Prepare research and strategy for potential partners meetings
- Execute and finalize contracts, invoices, and related documents
- Oversee development and updating of program collateral
- Lead communication with schools until transferred to program team

Partnership Management (25%)

- Co-create and lead a partner onboarding process (prospect to partner)
- Foster relationships with key personnel with each partner through scheduled communication
- Maintain contracts, invoices, and changes in billing/payment systems
- Create opportunities and facilitate program observations
- Present data and impact reports and continuously solicit feedback

Program Leadership (25%)

- Lead semester partner surveys, interviews, etc., to assure quality
- Create semester and annual improvement plans for the program team
- Track program staff and team progress toward goals



- Invite city leaders, potential partners to program events
- Co-lead program event planning and logistics management
- Organize participation in conferences, panels, and sector initiatives
- Oversee and (eventually) develop program budgets
- Produce quarterly program reports for CEO and/or Board of Directors
- Contribute to the program's social media and other communication outlets

Skills and Qualifications

- Bachelor's degree required
- Minimum 5 years of professional experience; ideally 3+ years working with students
- Unwavering commitment to educational equity and improving public education
- Comfort managing multiple priorities in a fast-paced environment
- Ability to synthesize complex ideas in compelling oral and written communication
- Ability to positively influence and build authentic relationships with a diverse array of stakeholders
- Impeccable judgment to effectively interact with internal and external stakeholders
- Responsive to feedback, with the capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, and social media

Note to Applicants: Commitment to Equity & Diversity

One World Education welcomes applicants from diverse backgrounds and strongly encourages candidates of color to apply because this makes our team and work stronger. We offer equal opportunity in employment for all qualified persons and prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Work Environment

This job operates in a professional office environment. This position consists of regular work time beyond the normal workday several times a year. A revised work schedule will be developed during these periods to clarify expectations. The position includes typical physical and mental demands that require prolonged sitting, eye-hand coordination, and manual dexterity sufficient to operate office equipment. Requires a normal range of hearing and eyesight to communicate with staff, stakeholders, and the Board. With a need to attend in-person programming and meetings (when healthy to do so), the position requires being in the Washington, DC area.