



**VICE PRESIDENT  
PROGRAM DEVELOPMENT**

<b>REPORTS TO:</b>	<b>PRESIDENT</b>
<b>PRIMARY LOCATION:</b>	<b>METAIRIE OR BATON ROUGE</b>
<b>POSITION TYPE:</b>	<b>FULL TIME, EXEMPT</b>
<i><b>Be sure to consult the Organizational Handbook</b></i>	

**Summary**

Reporting to the President, the Vice President (VP) of Program Development serves as a key leadership team member and an active participant in making strategic, program decisions affecting The Center for Literacy & Learning (The Center) In partnership with the President, this position provides leadership for all program development, delivery, and evaluation. The VP of Program Development will help forge new relationships to build The Center’s visibility, impact, and financial resources while strengthening current relationships. The position will be a part of the senior management team that drives the overall strategy for the organization and represents The Center on a local, regional, and national basis. In partnership with the President, this position provides leadership for all programs including program development, delivery, and evaluation, as well as fundraising, budget setting, knowledge management, and all external relationship management. The VP of Program Development will also design and implement a comprehensive plan for delivering key programming that promotes inclusion and diversity among staff, stakeholders, and those we ultimately serve.

**Position Responsibilities & Core Functions**

- Provide leadership, strategic vision, and expertise to all The Center program areas including new program development
- Provide consistent quality of finance and administration, budgets, communications, and systems
- Lead program areas specific to addressing children with unique learning abilities; to include family, school, and community support essential to a person’s learning success
- Develop and lead specific strategies to develop, promote, and secure fee-for-service opportunities with current and potential clients
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, leadership, span of control, and performance
- Coordinate strategic efforts and communications with community partners, stakeholders, policymakers, and staff
- Research and develop strategy, with recommendations, for The Center to consider a long-term plan to engage with and support parents, family, caretakers, and the community at large
- Lead program evaluation efforts, from design to assessment, and provide evaluative information to staff and external researchers and evaluators as required.
- Collaborate with appropriate staff to provide evaluative information and statistics for consumption by the media and general public.
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and all members of The Center team
- Coordinate all strategic efforts with appropriate staff including, but not limited to, members of the Leadership team

- Work in partnership with the Data and Evaluation staff to develop program evaluation efforts, from design to implementation to provide evaluative information and statistics for consumption by the media and general public
- Fully comply with board-approved policies and corresponding procedures
- Provide and/or lead other services and priorities of The Center as directed by the President or CEO

#### **SKILLS AND QUALIFICATIONS**

- Demonstrated success and experience in leadership positions
- Demonstrated commitment to the Mission and core values;
- A passionate belief in research-based education and learning development practices, from birth, will lead to lifelong learning and literacy
- Ability to lead small and large group meetings; deliver presentations; and represent The Center to external audiences;
- Excellent project management skills with large long-term and complex projects;
- Embrace data-informed, strategic decision-making;
- Capacity to work effectively independently in both office and virtual settings;
- Demonstrated ability to prioritize use of time and limited resources toward meeting ambitious measurable goals;
- Experience in coalition-building and working in a team environment;

#### **EDUCATION AND EXPERIENCE**

- Advanced degree strongly preferred; experience may be considered in lieu of education
- A minimum of five (5) years of progressive experience, including any appropriate credentials and/or certifications in related field
- Administrative experience with extensive demonstrated leadership experience
- Demonstrated development and operationalized strategies, elevating a program or organization through growth, including a proven record of effectively leading a performance-based and outcome-based program and staff
- Experience in program development and event planning desired

#### **PHYSICAL DEMANDS/REQUIREMENT**

- Unusual, flexible work hours depending on operational and programmatic needs. Evening and weekend hours may be frequent depending on time of the year or operational needs
- Participate in staff planning as scheduled, both face-to-face and virtual
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center's office and in the broader community
- Physical activity such as lifting, standing, walking, or operating basic equipment

#### **ENVIRONMENTAL CONDITIONS**

- Required time in the office with extensive travel required; some travel overnight
- Must have reliable, insured private transportation
- Must pass an extensive criminal background check