



Inspiring all girls
to be strong,
smart, and bold

POSITION DESCRIPTION

Position: Senior Learning Manager
Reports to: Assistant Director for Girl Learning
Location: Indianapolis, IN (on-site -hybrid schedule)
Status: Full Time, Exempt

Background:

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Job Summary:

The Senior Learning Manager will lead designated projects and program and training areas within the context and framework of creating, supporting, and sustaining a Girls Inc. Experience with impact for school-age cisgender girls and young women, transgender girls, and nonbinary individuals who experience gender-based oppression. Assigned programming focus area will initially be social and emotional learning and life skills. Assigned program focus areas will vary over time and be determined with consideration of expertise, experience, and skills.

Responsibilities:

1. Work with the Learning Services team to identify vision, goals, and priorities for core essential service program areas in alignment with the overarching Girls Inc. goals, priorities, and outcomes for girls.
2. Lead all aspects of work assignments to successfully complete deliverables within the designated timeline. Create and use detailed work plans that outline tasks and responsibilities. Work directly with Girls Inc. affiliate staff in understanding and completing projects, initiatives, pilots, and training opportunities. Manage all details including promotion of opportunities, affiliate engagement, communications, support, developing and procuring contractual agreements, and working with consultants, and leading meetings.
3. Collaborate with department staff to conceptualize, write, and design written program materials and web-based content consistent with the Girls Inc. mission and priorities, while maintaining standards and criteria for development, design, and assessment.
4. Collaborate with the Development Department and other Learning Services staff to develop funding proposals and budgets for assigned projects and program areas. Work with assigned Development Department liaison in creating and reviewing funded project reports, cultivating funder relationships, and completing other specific funder-related tasks.
5. Collaborate with Research and Evaluation staff around surveys, program evaluation, and data collection.
6. Collaborate with Marketing and Communications Department around program promotion and external communications.
7. Serve as a vital member of the Affiliate Relations Team in providing technical assistance, support, training, and resources to affiliate staff as requested or recommended. Areas of

support and assistance may be both program content specific or general programming and training within the context of the Girls Inc. Experience.

8. Collect information on program related successes including photos, girls' stories of impact, quotes, and effective partnerships.
9. Develop, monitor, and report on assigned budgets and initiate project related financial transaction processes.
10. Work with others to develop and pursue innovative strategies to reach un-served and underserved populations of girls, using information and technology and other marketing and distribution methods to assist affiliates in extending the Girls Inc. programming reach.
11. Work with the designated Learning Services staff as the subject matter expert to design agendas, content, and supplemental material for use in in-person or virtual training, and promote learning materials and opportunities. Manage contractual agreements with hired consultants/trainers according to established organizational and department procedures, and provide learning event follow-up support and technical assistance as needed to participants. Work with designated staff and consultants to assess effectiveness and determine how to enhance future learning events and opportunities.
12. Plan, lead, and/or assist with meetings, summits, and other department and organizational events as assigned.
13. Engage national and affiliate staff, girls, and external subject matter experts in advisory roles in the program and resource development processes as often as practical and feasible.
14. Develop projects for and supervise interns as assigned.
15. Work with VP of Learning, other Learning Services and Affiliate Relations Team staff to achieve annual organizational objectives relevant to the strategic plan and priorities.
16. Perform other duties as assigned.

Supervisory Responsibilities: Supervise Interns and trainers/consultants as assigned.

Skills and Qualifications:

1. Degree from four-year college or university in Education, Curricula Development, Youth Development, Informal Education Program Development, Recreation, or related area
2. Experience:
 - At least three years related experience including prior program/project management experience, informal education programming, youth development, and program development.
 - Experience with training adults in-person and virtually.
 - Knowledge of youth development field, girls' developmental characteristics, and promoting inclusion and belonging required.
 - Understanding of budget development, financial management, and grants management for federal and private funding.
 - Experience representing diverse, multicultural populations.
3. Skills:
 - Excellent project management skills.
 - Ability to work both independently and collaboratively to achieve project goals and willingness to focus on varying program topic areas.
 - Budget development and expense tracking.
 - Proficiency in a Windows-based PC environment (word processing, spreadsheet, database).
 - Detail oriented, well organized, and possess strong written and verbal communication skills with the ability to speak effectively before groups. Willingness and ability to adapt communication style based on audience. The ability to speak and read Spanish is a plus.
4. Ability and willingness to travel approximately 10% of time. Travel may range from one day to one week.

Applicants must possess a commitment to honor and support Girls Inc. Values:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Operate collaboratively for impact.

To Apply: Submit a cover letter and resume for consideration to humanresources@girlsinc.org.

Starting annual salary is \$60,000

AN EQUAL OPPORTUNITY EMPLOYER

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