



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
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girlsinc.org

Position: Director of Program Services
Responsible to: Chief Operating Officer
Location: Girls Inc. National Resource Center
Indianapolis, Indiana

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 Program Services Department is responsible for supporting programming across the Girls Inc. Network of Affiliates that ensures delivery of a high-quality, relevant, and transformative Girls Inc. Experience.

The Director of Program Services is responsible for strategic leadership to the core function of envisioning and designing the overall direction for Girls Inc. programming, management, and supervision of department activities and processes relating to program oversight and resource development within the context and framework of creating, supporting, and sustaining a Girls Inc. Experience with impact; and direct supervision of assigned staff.

The Girls Inc. Experience is designed for cisgender girls and young women, transgender girls, and nonbinary individuals who experience gender-based oppression.

Responsibilities:

Strategy and Vision

- Participate in organizational planning and decision making. Identify priorities and goals for program development and support within the context of the Girls Inc. Strategic Plan and annual priorities.
- Collaborate with Research and Evaluation, Affiliate Services, and other National staff to ensure that programming responds to the strengths, needs, and interests of girls based on research, current trends, environmental scans, and the experiences of girls served by our member organizations and girls in general.

- Collaborate with designated department and organizational staff to strategize and create plans around programming needs of the Girls Inc. network with special attention to and focus on the Girls Inc. outcomes for girls and the program model framework of the Girls Inc. Experience (People, Environment, Program Content, and the Essential Elements of intentional programming, interactive activities, pro-girl environment, research-informed programs, mentoring relationships, and sustained exposure).
- Collaborate with designated department and organizational staff to explore, develop, and pursue innovative strategies to reach un-served and under-resourced populations of girls, using technology and other marketing/distribution channels to extend the Girls Inc. reach.
- Collaborate with the Training and Development team on a training strategy for building opportunities, tools, and training designs that align with providing quality programming and support the critical competencies related to program needs assessment, planning, facilitation, and general evaluation.
- Support department staff in creating and sustaining a community of Program Leaders and direct service staff.
- Serve as staff liaison to Girls Inc. National Board about program matters.

Program Planning and Development

- 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.
- Ensure consideration and integration of appropriate and relevant diversity and inclusion elements in programming resources.
- Work with other Program Services staff to stay current on issues, opportunities, and information relevant to girls, general youth development, and what is happening external to Girls Inc.
- Work with staff to assess program-related partners, resources, opportunities, and tools.

Fund Development

- Coordinate efforts with the Development Department to contribute to concept papers, funding proposals, and cause-related marketing opportunities with significant components related to the Girls Inc. Experience
- In conjunction with the Development Department, maintain contact with funders including narrative and financial reports.

Visibility and Inter-agency Collaboration

- Participate in public education, visibility, and public relations initiatives to increase understanding of girls' issues and Girls Inc.
- Develop and maintain interagency networks and linkages in support of Girls Inc. in the youth development community and in the topical areas of current initiatives.
- Represent Girls Inc. at meetings and conferences.

- Serve as a resource on informal education, gender equity, specific program and issue areas.
- Promote the organization's reputation for excellence and expertise in serving girls and in program content areas addressed by the Girls Inc. Experience.

Budget Development and Management

- Prepare budgets and projections for assigned responsibility centers; utilize resources wisely.
- Develop, oversee, and manage budgets for key initiatives as needed; submitting reports as required by finance officers and funders.

Diversity, Equity, and Inclusion

- Actively support the Girls Inc. DEI Strategy in all aspects of work.
- Contribute to, integrate, and foster a work environment in which racial, ethnic, gender, religious, and other identity differences are valued, intentionally considered in actions and decisions, and managed productively.

Supervision and General

- Provide guidance and direct supervision to the Assistant Director and other direct reports.
- Work with the People and Culture team to identify, hire, and support all staff in the Girls Inc. Program Services Department.
- Identify, engage and when relevant, supervise consultants and interns supporting the programming efforts. Write, review, and approve contracts and agreements.
- Collaborate with senior staff and other colleagues to increase organizational productivity and effectiveness.
- Conduct other duties as assigned by the CEO/President and Chief Operating Officer.

Qualifications:

Education: Degree from four-year college or university in Education, Curricula Development, Youth Development, Recreation Management, or related area or equivalent experience

Experience:

- Minimum of five years related experience demonstrating success in participatory education, design of programs, work with youth, gender equity, and related areas
- Knowledge of youth development field and girls' developmental needs and issues required.
- Experience in experiential learning and curricula development including a general understanding of processes for conducting needs assessment, developing outcomes, and evaluation.
- Experience and skill in staff supervision, team building, and management.

- Experience representing diverse, multicultural populations.
- Prior agency and management/operations experience
- Knowledge of both formal and informal education practice and organization
- Team player with the ability to work effectively in both face-to-face and virtual environments and with all levels of the organization and affiliate network.

Skills:

- Developing and managing work plans, planning and leading meetings, delegating responsibilities, meeting deadlines, producing reports and information for marketing, as well as assessing work for lessons learned, successes, and identifying future needs.
- Developing and reporting on budgets, financial management, particularly grants management for federal and private funding
- Skill in, and enthusiasm for, the use of information technology; proficiency in the Windows-based PC environment (word processing, spreadsheet, database, Internet), Google Suite, Salesforce, and other business platforms.
- Excellent writing and public speaking skills
- Ability to work independently and with project teams.
- 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 the audience.
- Willingness to travel approximately 10% of time.
- Possess a commitment to honor and support Girls Inc. Values:
 - Recognize and support the strength in every girl
 - Drive for results anchored in accountability
 - Respect the dignity of each human being
 - Appreciate, embrace and advance diversity
 - Operate collaboratively

How To Apply: Interested applicants should apply using the following link : <https://recruiting.paylocity.com/recruiting/jobs/Details/1789585/Girls-Incorporated/Director-of-Program-Services>

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and

promotes creativity, ultimately enhancing our effectiveness as we executive our mission and model the world we want to see.

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