

Director of Signature Programs

Reports to VP of Operations

Job Type: Full-time. Hybrid. Exempt.

Annual Salary Range: \$80,000 - \$95,000

Position: Seeking a transformational career education/workforce development leader to guide and expand EXP's signature programs and strategic initiatives to new levels of impact and outcomes. The Director of Signature Programs (DSP) will lead a team in development and execution of EXP's multiple program models delivered across the region. They will be responsible for all activities pertaining to development, delivery, quality control, and evaluation, as well as personnel, finance, and contracts related to program delivery. They will actively seek strategic opportunities to develop new programs and build community, education, and industry partnerships for greater impact and success of EXP's mission. They will specifically oversee our Alumni initiatives, our expansion work, our mentorship signature programs and our internship signature program.

Program Duties and Responsibilities

- Provide effective and inspiring leadership to EXP by being actively involved in programs and services.
- Partner with the organization's leadership to represent EXP and its programs and services to external constituency groups, including education, community, governmental, and private organizations.
- Lead a high performing team of program managers to the next level by further developing and implementing recruitment, training, and retention strategies.
- Implement and lead a continuous quality improvement process throughout the programs and service areas, focusing on data-driven outcomes and systems/process improvement.
- Promote a culture of innovation and facilitate regular and ongoing opportunities for all staff to give feedback on program operations.
- Ensure that all program activities operate consistently and ethically within the mission and values of EXP.
- Prepare and submit an annual operational budget for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.



- Research and maintain practical knowledge of industry sector and career technical trends, as well as best practices in education and workforce development.
- Collaborate with Marketing and Advancement teams to improve program development resources and proposal development.
- Provide programmatic leadership and input for all strategic planning processes with the VP of Operations and staff.

Qualifications

- Eight to ten years of professional experience overall, with a minimum of three years of senior-leadership experience supervising seasoned staff operating CTE/workforce development/career education programs.
- Able to bring and develop a strong network of professional relationships in education and workforce development. Able to easily communicate across multiple industry sectors.
- Strong relationship builder and internal/external communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging community partners, in concert with and under the direction of, the CEO and Board of Directors.
- Demonstrated success researching, developing, operationalizing and evaluating innovative program models.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Excellent writing skills and experience in constructing proposals, statements of work, reports and other related communications.
- Demonstrates integrity, strives for excellence in their work, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Passionate about EXP's mission and able to promote and communicate the philosophy, mission and values of EXP to external and internal stakeholders.
- Solid educational background including an undergraduate degree.

Physical demands: The physical demands described here must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Requires normal visual acuity and hearing. Requires a full range of body motion, including handling and lifting up to 15 pounds, navigating stairs, manual finger dexterity, and eye-hand coordination. Involves standing and a lot of walking.

To apply: Please submit your resume and cover letter to Golnaz Fatemi, Business Manager, at golnaz@expfuture.org. Applications without a cover letter and a work sample will not be considered.

About the Organization: EXP is a Southern California 501(c)3 nonprofit organization with a mission to prepare students for a better life by helping young people gain experience, unlock doors and build the confidence they need to succeed in school, career and life.

Our programs help schools deliver an innovative, career-based curriculum that makes classroom learning relevant and exciting. During the 2022-2023 school year, EXP programs are made available to more than 8,200 high school students and we currently serve 13 high schools across 4 school districts.

Our success is driven by our expertise in bringing industry and schools together to solve problems and overcome obstacles so that students from underserved communities receive access to education, experience, and opportunities. This past year more than 400 industry leaders served as EXP volunteers, mentors, and internship hosts and contributed more than 1,400 volunteer hours.

By helping schools and industry work together, EXP is bringing genuine opportunity to every young person we can reach.

Benefits:

- Competitive Salary, Medical Insurance, Paid Holidays, Paid Sick Time, Paid Vacation, 403(b) Retirement Plan, Flexible Spending Account for Pre-Tax Medical
- Access to Dental Insurance, Vision Insurance, Life Insurance, Short-Term and Long-Term Disability.

EOE Statement: *EXP is committed to creating a diverse work environment and is proud to be an equal employment opportunity employer. EXP does not discriminate*



on the basis of race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. We encourage individuals of all backgrounds to apply.