



ProLiteracy®

Director of Programs

About Us

ProLiteracy Worldwide is an educational organization that champions the power of literacy through its programs, digital and print tools, training and professional development services, research, and advocacy. ProLiteracy works together with members, partners and the adult learners they serve, and with local, national, and international organizations that have common missions, goals, and objectives. The organization is instrumental in building the capacity and quality of programs teaching adults to read, write, compute, use technology, and to learn English as a new language.

Position Summary

The Director of Programs is responsible for managing the overall operations of the Programs' division, as assigned by the President and consistent with the strategic direction of the organization. In concert with the president and other staff, the director of programs is responsible for setting strategic direction for the Programs division. This position oversees the management of membership, professional development, international programs, and other special projects. This position acts as a representative for the Programs division internally and externally at appropriate functions and events.

Scope of Work

1. Oversees the development of the Programs divisional work plans that correspond with the strategic plan of the organization and support its mission; ensures coordination of work and activities with other divisions.
2. Reports to the President on key Programs initiatives, trends, and activities and is part of the President's leadership team.
3. Oversees the development, maintenance, budgeting, and staffing for the membership program, professional development services, and international programs.
4. Oversees the management of all of Programs' grant and special projects.
5. Participates as one of ProLiteracy's national representatives to appropriate national, regional, and local national organizations.
6. Works with corporate and foundation funders in concert with the Director of Development, CEO, and Programs team in developing grant initiatives and fostering key relationships.
7. Leads divisional and cross-divisional efforts to identify organizational and field information needs including annual and periodic member data collection efforts that meet those needs.
8. Supervises Program staff direct reports, including Director of Professional Development, Sr. Membership Manager, Sr. Project Manager, and Sr. International Programs Officer.
9. Supervises the management of all divisional contracts (e.g., project editors, listserv moderators, other grant project-related vendors and contractors)
10. Develops and monitors budgets and revenue projections for all Programs division projects and activities.

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11. Provides divisional and cross-divisional leadership through participation on senior management team and other organizational work groups/task forces as assigned.
12. Ensures adequate administrative and support systems are in place.
13. Performs other duties as assigned.

Education and Experience

- 5-10 years' relevant experience in a similar role leading a Programs team in a variety of settings and/or leader or manager of an adult literacy provider.
- Nonprofit leadership experience strongly preferred and/or federally funded program or state/national agency.
- Bachelor's degree in education, business, or a related field required.
- Solid background in adult literacy education, professional development, content/material development, and grant and fundraising proposals.
- Strong writing skills with the ability to draft content for a variety of platforms. Strong organization and management skills required.
- Experience with relevant tools: Learning Management System (LMS), Salesforce and/or other CRM, and budget and project management tools.
- Strong analytical experience in developing program budgets and fiscal controls to adhere to funding guidelines, as well as define, measure, and evaluate team and program performance data.
- Entrepreneurial self-starter with a proven ability to motivate staff to reach ambitious goals in a high-growth environment.
- Ability to work effectively across functions and teams. Works collaboratively to create continuous improvement based on performance data and engage in appropriate performance management activities.
- Excellent interpersonal, organizational, computer, verbal, and written skills.

Job Location, Compensation, & Benefits

- ProLiteracy's headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.
- Ability and willingness to travel as needed, to meet with senior leadership and the team, local programs, and potential funders.
- Salary is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on a consideration of the successful candidate's skills, experience, and geography and aligned with ProLiteracy's compensation policies.

ProLiteracy is working with Exelauno Associates, LLC to conduct a national search for this Director of Programs position, internal and external candidates are invited to apply. We are looking for a motivated candidate with nonprofit programs leadership experience, a solid background in adult literacy education, and professional and resource development. We are seeking a diverse pool of candidates from across the country. Please send cover letter and resume to hr@proliteracy.org.

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact

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major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred. ProLiteracy is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

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