



Director of Programs

Founded in 2012, [Education Opens Doors](#) equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

Education Opens Doors Core Values

★ Purpose Driven ★ Equitable ★ Life-long Learners ★ Empathetic ★ Innovative

Education Opens Doors is seeking a Director of Programs to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the position are listed below.

Role Summary

The Director of Programs will join a driven, dynamic, and growing team, who are currently supporting nearly 120 educators and over 12,000 students across Texas with the life-changing Education Opens Doors Program. The Director of Programs will be responsible for supporting vision and direction for the overall program team and managing key stakeholder relationships, internally and externally. In addition, this person is responsible for leading and coaching a dynamic team of Impact Managers, who partner closely with classroom teachers to implement the EOD program.

What You'll Be Doing

- (40%) People Management
 - Manage and support Direct Service staff including but not limited to Impact Managers, Program/Project Managers and/or a Program Coordinator by providing weekly coaching, driving professional development, co-leading bi-monthly team meetings and serving as a strategic resource.
 - Staff and role development will be a primary focus as the evolving organizational chart will create space for new and/or updated roles to support programmatic and organization-wide needs
- (25%) Effective Team and Project Management:
 - Initiate and set goals with the Direct Service team in alignment with the strategic plan.
 - Build systems and procedures to implement an effective, efficient, and high quality program.
 - Support in execution of evaluation strategies to monitor performance and determine the need for improvements.
 - Ensure quality management of partnerships and effective project management.



- Co-own strategy on data and special projects (Program Models, Regional Curriculum Project, Parent/Alumni Program, etc.)
- (25%) Cultivate External Relationships
 - Collaborate with the EOD's Partnerships Team to secure and retain sustainable partnerships
 - Steward key relationships to increase support for EOD in the community
 - Support the EOD's External Affairs team with providing necessary programmatic insight for funders, social media, marketing, etc.
 - Connect with administrators, community organizations, and other key stakeholders in order to share the EOD program, build relationships and investment with existing and potential stakeholders, and secure and/or maintain partnerships.
- (10%) Contribute to overall vision and goals of Education Opens Doors
 - Maintain a supportive work environment and positive staff culture.
 - Assume lead role in hiring and onboarding for Direct Service team in order to ensure the hiring of qualified personnel.
 - Collaborate with internal teams (Advancement, External Affairs, etc.) so support team wide initiatives and provide a programmatic lens.

You'll Bring

- Vision, initiative, self-awareness, and an approach to your work that is grounded in students, community and racial / ethnic equity
- A leadership mindset: passionate about leading effective teams through intentional coaching, feedback mechanisms, and approaches it with sharing power collaboratively
- Adeptly build and manage relationships with various stakeholders and constituencies to accomplish goals through strong interpersonal skills and emotional intelligence
- Ability to communicate effectively through oral and written communication, including formal presentation skills
- Openness to learning the current landscape while also bringing new/fresh ideas and ability to embrace change in a fast-moving, start up environment
- Achieve organizational and program goals through teamwork and collaboration
- Strong interpersonal communication skills, enthusiasm and a positive attitude
- Ability to communicate with multiple stakeholders around difficult and challenging discussions in an objective and proactive manner
- Experience working with and deep understanding of working with and supporting diverse student populations

Qualifications

- 4-6+ years of demonstrated success developing, evaluating, and successfully operationalizing programs
- Bachelor's (B.A. or B.S.) from an accredited four-year college or university required; Masters' degree (MBA or MEd) preferred
- Experience leading successful teams and coaching individual contributors
- Strong project management skills resulting in measurable successes and program growth
- Record of results of building and sustaining relationships with various stakeholders



- Demonstrated commitment to and passion for racial / ethnic equity and the mission of Education Opens Doors

What We Offer

Education Opens Doors offers a competitive base salary based on previous experience and opportunity for bonuses throughout the year. The salary range for this position is \$75,000.00 - \$110,000.00. New hires are typically brought into Education Opens Doors somewhere between the beginning and middle of the salary band depending on qualifications, budget, and internal equity. We also offer a competitive benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexible work from home policies, professional development stipends, and more. Education Opens Doors offers a generous vacation package and the opportunity to work with a dynamic team of change makers.

Equity Statement

Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.

How to Apply

To apply for this position, [visit this link](#).