

VP of Programs

Job Summary:

The Harlem Educational Activities Fund (HEAF) is seeking a highly experienced leader and manager to join its senior team as the VP of Programs. The VP is responsible for overall strategic and operational responsibility for the Programs Department. He/she is a member of HEAF's senior leadership team and reports directly to the President & CEO. The VP will be a passionate self-starter with boundless energy and a strong desire to educate youth in NYC.

Responsibilities:

- Provide strategic leadership and ensure the creation, implementation and integration of programs in alignment with HEAF's mission, methodology and strategic direction
- Evaluate all programs to ensure effectiveness and efficacy
- Provide monthly reports on program effectiveness – using objective evaluation tools, research, and statistics
- Stay up-to-date regarding program knowledge and ensure all programs promote growth and enhanced student participation
- Ensure compliance with relevant rules, regulations, laws, funders, and HEAF's mission
- Develop and implement HEAF's thought leadership activities and work with Board
- Build relationships with organizations engaged in activities that are aligned with the work of HEAF
- Provide oversight and manage all aspects of HEAF's four main programs (middle school, high school, college success, and youth development), as well as admissions
- Supervise staff and provide guidance
- Specific duties include: developing and implementing the educational and youth development curricula; fostering community-based partnerships and volunteer engagement opportunities; monitoring performance and reporting outcomes; and working with young people toward college graduation and career readiness
- Create linkages with external organizations to ensure referrals for supportive wrap-around services for all participants and families
- Help set the agenda and lead the Board of Director's Program Committee

Qualifications:

- 10+ years of experience required
- Master's degree required
- Strong analytical skills
- Managing and mentoring a program team experience required
- Experience/willingness to partner with HR in recruitment, retention, and training



- Leadership experience running after-school and youth development programs.
- Superior planning, administrative and organization skills.
- Deep knowledge of college access and college success work
- Strong facilitation skills and a proven ability to leverage working with people from diverse cultures and backgrounds.
- Demonstrated track record of developing and retaining high-performance team members, empowering them to elevate their level of responsibility, span of control and performance.
- Excellent oral and written communication skills and capacity to manage multiple projects in a team-based work environment are also required.
- High energy level with a passionate commitment to youth and education attainment. Self-starter
- Extensive understanding of budgets and budget management
- Experience/willingness to partner with CEO and Executive Team in:
 - Finding funding sources
 - Developing strategic vision with defined objectives for programs to meet short and long term goals
 - Building strong partnerships with business partners, affiliate organizations, departmental teams, students, parents and guardians
 - Managing HEAF's full programming operations, guiding, implementing, and developing new programs

Benefits:

Health Insurance

Disability Insurance

Life Insurance

Long-Term Disability (LTD)

Flexible Days

Sick Days

403b Retirement Plan

FSA (Flexible Spending Account)

12 Holidays