



JOB TITLE: Director, Programs and Professional Learning

LOCATION: Philadelphia, PA (In- Person)

STATUS: Full Time

SALARY: \$100,000 - \$120,000

TGR FOUNDATION

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal, and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person, project-based learning, skills development, college access, career readiness and educator professional development. For more information, visit tgrfoundation.org or connect with the organization on Facebook, Twitter and Instagram.

OVERVIEW

The Director of Programs and Professional Learning at TGR Foundation is a key leadership role responsible for overseeing the planning, development, and execution of educational programs for youth and professional learning for educators aligned with the foundation's mission and objectives. This individual will work closely with the executive team to ensure programmatic and professional learning success and will play a vital role in advancing the foundation's impact on youth development and adult education.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Strategic Planning:** In collaboration with the national program teams, develop and implement a strategic vision for TGR Foundation's youth programs and educator professional learning in alignment with organizational goals. Lead the design, development, and implementation of educational programs and professional development ensuring they meet the needs of target audiences.
- **Field Trip Coordination:** Manage coordination of daily school-day field trips, through email outreach and follow up with Greater Philadelphia–area schools. Lead field trip organizing, planning, and serve as the primary point of contact for schools.
- **Curriculum Development:** Building off of TGR foundation's youth and educator curriculums, design, develop and improve programming in both categories aligned with the foundation's educational impact goals.
- **Curriculum Delivery:** As needed, step in to facilitate STEAM programming to students at the Learning Lab, through mobile learning (at partner schools) and during summer programming.
- **Professional Learning Facilitation:** Support Educators and School Leaders by designing and facilitating engaging learning experiences, workshops, and training sessions to enhance their skills and knowledge.
- **Recruit and Support TGR Instructors:** Help recruit, retain and provide individualized support and coaching to TGR instructors to enhance their teaching practices and impact on youth.
- **Collaboration:** Serve as primary point of contact and key decision maker for external programmatic partnerships, including partner engagement and development of scope of work.



- **Educator Partnerships:** Establish strong partnerships with educators to engage and inspire instructors and teachers. Plan and organize external educational events/workshops to keep educators engaged and informed.
- **DEIB:** Integrate principles of diversity, equity, & inclusion in all programming so all participants feel a sense of belonging.
- **Evaluation and Assessment:** Develop and ensure the implementation of assessments, surveys and correlated data systems to monitor and assess the effectiveness of youth learning, educator professional development, and other program activities to demonstrate impact and make recommendations for improvements.
- **Reporting:** Prepare reports & presentations showcasing the impact and outcomes of the program including regular reports on programmatic achievements, challenges, and recommendations.
- **Data Systems Management:** Navigate student database to ensure accurate record keeping and reporting. Support with troubleshooting, registration, and utilize dashboards to monitor progress against goals.
- **Budget Oversight:** Manage the budget for program activities, ensuring responsible and efficient use of resources.
- **Program Collaboration:** Collaborate with national and director-level program staff to provide thought partnership on curriculum.
- **Staff Management:** Responsible for managing instructional program staff.

EDUCATION, EXPERIENCE & SKILLS

- Bachelor's degree in education, nonprofit management, or a related field (Master's degree preferred).
- Proven experience in program and curriculum management and teacher development, with a track record of success in designing and implementing effective educational initiatives.
- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Knowledge of current trends and best practices in education and youth development.

TO APPLY

Please submit a **cover letter** and **resume** via email to Caroline Robinson at crobinson@tgrfoundation.org.

No phone calls please.

TGR Foundation is proud to be an Equal Opportunity Employer. This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.