

POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Senior Director of Programs
Department: Administration; Reporting to Executive Director

ABOUT THE BOULDER JEWISH COMMUNITY CENTER

The Boulder Jewish Community Center's [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

In 2016, the Boulder JCC completed building its new 52,000 ft² facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs that serves infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC's values, believe in the power of community and want to help grow a dynamic organization.

JOB SUMMARY

Reporting to the Executive Director and serving as an integral member of the Senior Leadership Team, the Senior Director of Programs has primary responsibility for the Boulder JCC's strategy, development, financial oversight, and management of a portfolio of programs that aligns with the Boulder JCC's vision and priorities and reflects responsible stewardship of the Boulder JCC's resources. This position will be responsible for ensuring the highest quality of programming for the Boulder JCC community, through effective management of program resources and the integration of Jewish values. The Senior Director of Programs is also responsible for the development, deployment, and ongoing management of systems and processes designed to measure, analyze, and evaluate the programs across the agency.

KEY RESPONSIBILITIES

Program Leadership

- Understand Boulder JCC strategic priorities and community needs and align full complement of programming with those priorities and agency resources
- Develop vision for program portfolio to maximize impact of Boulder JCC resources, addressing priorities, and community needs resulting in meeting or exceeding financial and other expectations
- Create and manage to program-wide and program specific budget
 - Partner with Senior Director of Finance to develop program-wide annual budget as well as evaluate monthly variances
 - Present budget variances and/or strategic changes to budget to Executive Director and Finance Committee as needed; obtain approval
- Analyze current and proposed programming to evaluate resource requirements, financial impact, community impact, alignment with Boulder JCC priorities, and leverage of Boulder JCC resources
- Partner with program staff to develop new programming and adjust current programming to maximize impact of Boulder JCC resources

Program Team Management

- Build relationships with staff that recognize their unique gifts and dedication to the Boulder JCC
- Identify development/training opportunities for staff to enhance program management and delivery
- Coach, develop, and support program staff to maximize their effectiveness in program development and delivery, as well as their personal growth
- Implement HR policies, procedures, and practices of the Boulder JCC; partner with the HR Manager for all recruiting, onboarding, performance management

Communications and Public Relations Management

- Build community awareness of the Boulder JCC through communications and public relations efforts
- Ensure consistency of messaging across all media and internal and external communications
- Develop and maintain relationships with media; serve as agency spokesperson

when needed

- Provide speaking points to Executive Director and others as appropriate

Volunteer Management

- Oversee coordinated volunteer effort which serves the needs of Development and any other program or administrative area of the Boulder JCC
- Employ standards of excellence such that volunteers are properly utilized and recognized to assure that they have a quality experience during their visits to encourage their return and to encourage them to recommend other volunteers to perform

Marketing

- Oversee and direct marketing and graphic design staff
- Manage the development of the agency's marketing and communications platform
- Oversee branding, social media, event and program communications, newsletter and annual report
- Ensure all communications/materials serve agency's goals with consistent language and messaging:
- Educate and cultivate donors
- Inform program attendees
- Educate the broader Boulder community about the Boulder JCC
- Oversee the maintenance, updating and/or reconstituting of the Boulder JCC's online presence including the website

Partnership and Relationship Building

- Develop relationships with program participants and families to encourage continued engagement with the Boulder JCC
- Build relationships with outside vendors to enhance program offerings in the best interests of the Boulder JCC
- Coordinate with the Senior Director of Early Childhood Education (ECC)
 - Leverage and coordinate the use of Program and ECC resources (including licensing)
 - Eliminate duplication of youth and ECC programming

- Partner with other of the Senior Leadership Team and staff to ensure the quality and effectiveness of Programming
 - Coordinate with Senior Director of Operations to ensure facility readiness
 - Coordinate with the Senior Director of Development to ensure program participant information is accurately transferred to Development Team
 - Partner with Finance Team to ensure accurate and timely invoicing and accounting for all programs
 - Partner with Manager of Volunteers to increase leverage as appropriate
 - Partner with Manager of Marketing and Communications to ensure consistent and timely messaging about all programs to targeted audiences

Program Evaluation

- Develop relevant metrics for individual programs and program portfolio; communicate to program staff
- Effectively collect and analyze data; develop meaningful reports for Executive Director and Board review
- Monitor program activities on a regular basis and conduct an annual evaluation according to a program evaluation framework; address broader alignment with the Agency's priorities as well as achievement of benchmarks
- Report evaluation findings to the Executive Director and recommend results-based enhancements or changes to the compilation of programs, as appropriate

Compliance

- Coordinate with Human Resources and Operations staff to ensure that program staff and facilities meet local, state and federal safety and licensing requirements
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Ensure that program activities operate within the policies and procedures of the organization
- Develop additional or change forms and records to document program activities

QUALIFICATIONS & EXPERIENCE

- 8+ years of experience in a program management and delivery position (camp and fitness experience a plus)
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Demonstrated organizational, financial management, and planning skills
- Demonstrated success in developing and managing to budgets

- High level of enthusiasm for innovative and community building programming
- Strong appreciation and facility for data and research to inform decision-making
- Demonstrated track record of identifying, developing, and retaining high- performance team members, empowering them to elevate their level of responsibility, span of control and performance
- Ability to work cooperatively with Senior Management Team
- Proficient in using technology as a management reporting tool and experience working technology staff to develop and implement program evaluation systems
- Excellent verbal and written communication skills with exceptional attention to details
- Capacity to manage multiple projects in a team-based work environment
- Knowledge of Boulder community a plus
- Personal qualities of integrity, credibility, and a commitment to and passion for the Boulder JCC's mission

This is an extraordinary opportunity for an individual with team management experience to grow and further develop proven programs. The successful candidate will lead programs, partner with the Executive Director and work collaboratively with other members of the Senior Leadership Team. The successful candidate will be a self-starter who is flexible and has the ability to thrive in a complex and challenging environment.

Qualified applicants: please send a letter of interest and a current resume by email to jobs@boulderjcc.org. Thank you.