



## **Associate Vice President of Program Services**

**This position is:** Full-time, Exempt

**Supervisor:** SVP of Program Services

**Direct Reports:** Program Managers

### **Position Overview**

The Associate Vice President (AVP) of Program Services is responsible for the operation and implementation of all Girls Inc. programs areas. The AVP will develop deep knowledge of each program, project, and business plan and will focus on program leadership and management, resource allocation, and the creation of systems and processes to advance goals for programmatic impact and growth. The Associate Vice President is also responsible for reinforcing a culture of high-performance, collaboration, and growth.

### **Key Responsibilities**

- Recommend innovative ways to provide high-quality programming with measurable impact to underserved communities in the Dallas Metropolitan area
- Ensure ongoing programmatic excellence through successful implementation of the Girls Inc. Experience
- Identify ways to increase the impact of Girls Inc. in the community by expanding the number of girls served
- Develop and implement recruitment strategies for each program cycle to achieve program enrollment targets
- Generate revenue through membership fees as outlined in budget
- Develop systems to ensure consistent, high-quality project management and achieve program effectiveness
- Ensure all deliverables and goals are met for funding proposals
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance
- Coach direct reports on best practices for strengthening relationships with internal and external stakeholders
- Design and implement meaningful volunteer engagements for corporate partners
- Keep abreast of trends in youth development, collaboration, and other societal movements, specifically those that impact women and girls
- Assist in developing the annual program department work plan and associated budgets
- Review and approve program-related purchases, managing program budgets to ensure expenses and revenues are aligned with annual budget

- Participate in meetings, trainings, and conferences to further professional development
- Represent Girls Inc. at community events, meetings, and conferences to build awareness of the mission and identify opportunities to enhance Girls Inc. programming
- Other duties as assigned by SVP of Program Services

### **The Ideal Candidate will have the Minimum Qualifications**

- Bachelor's degree in a related field
- At least 5 years of program management experience in education, youth development, or community engagement
- Unwavering commitment to quality programs and operational excellence
- Inspiring and effective team leader with experience managing and developing talent
- Strong interpersonal skills and the ability to effectively communicate, both written and verbally
- Superior organization and project management skills
- Decision making and problem-solving skills
- Detail-oriented with the ability to multi-task and meet deadlines with minimal supervision
- Ability to manage multiple priorities and work effectively in a fast-paced team environment
- Excellent customer service skills, a high level of professionalism, and the ability to work well with constituents at all levels of the organization
- Possess reliable transportation and a valid Texas driver's license
- Bilingual in Spanish (preferred)
- Advanced graduate degree (preferred)

### **Physical Requirements**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands and fingers to handle; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

### **How to Apply**

To apply, please submit your resume and cover letter to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org). Within your cover letter, please include how you heard about this opportunity. No phone calls, please.

At Girls Inc. of Metropolitan Dallas, we believe that in order to be most effective in generating positive and measurable outcomes for the girls we serve, we must always value what makes each of us unique. We must respect and appreciate the multitude of ideas, approaches, and perspectives that result from people of different backgrounds, cultures, lifestyles, and experiences coming together for a common purpose. We must not discriminate against anyone for any reason. We also believe that our organization should mirror the girls and communities we serve, so our Girls Inc. community of management, staff, and volunteers reflect the girls and young women who participate in our programs.