



of Metropolitan Dallas

Position Title: Vice President of Program Services

Category/FLSA Status: Full-time, Exempt

Supervisor: Executive Director

Supervises: 4 direct reports

Position Summary

The Vice President (VP) of Program Services will have overall strategic and operational responsibility for all program areas of Girls Inc. of Metropolitan Dallas (GIMD). This role is part of the senior leadership team that drives overall strategy for the organization and represents GIMD on a local, regional, and national basis. The VP will help the Executive Director build a high functioning organization and shape an agile culture within a diverse team to operate on the leading edge of new trends and will be a public face of GIMD through strategic partnerships with key external stakeholders.

Primary Responsibilities and Duties

Strategy and Organizational Leadership

- Contribute to the implementation of GIMD strategic goals and objectives as well as the overall management and leadership of the organization, informing strategic direction as part of the organization's senior leadership team.
- Oversee revenue modeling, budget development, and monitoring process to ensure fiscal responsibility for programmatic offerings.
- Explore strategies to increase profitability of programming.
- Model GIMD's commitment to inclusion and lead the team to embed this commitment throughout all program development and execution.
- Develop, foster, and oversee strong partnerships and engagement with community stakeholders, Girls Inc. Headquarters, and affiliates.
- Contribute to and/or lead overarching organization goals by participating in cross-functional working groups.

Team Leadership and Program Management

- Lead program team and develop and grow the capacity of team members through coaching and modeling.
- Cultivate and nurture a positive and inclusive team culture.
- Develop models and frameworks to identify ways to increase the impact of Girls Inc. in the community by expanding the number of girls served.
- Recommend innovative ways to provide high-quality programming with measurable impact to underserved communities in GIMD service areas.
- Develop benchmark reporting and insights and drive sharing of best practices to enhance growth and engagement.
- Direct and provide subject matter expertise for research, analysis, and solution development.
- Ensure ongoing programmatic excellence through successful implementation of the Girls Inc. Experience.
- Oversee data and program evaluation systems for program department, ensuring integrity of data collection and reporting as well as grant and contract compliance.
- Work with staff to develop systems to ensure consistent, high-quality project management to ensure program effectiveness and contract compliance.
- Develop and manage program budgets according to department work plan and growth goals, ensuring program-related expenses and revenues are in alignment with annual budget.
- Act as project manager for special agency initiatives.
- Participate in meetings, trainings, and conferences to further professional development.
- Perform other duties as assigned by the Executive Director.

Qualifications

The Vice President of Program Services will be thoroughly committed to Girls Inc.'s strategy and mission. All candidates should have demonstrated leadership, coaching, and relationship management experience.

Other qualifications include:

- Track record of effectively leading a performance-based and outcome-based program and staff as well as a hands-on approach in leading a variety of initiatives.
- Experience recruiting, managing, and developing a strong team of staff and program/project managers. This individual will serve as a "player/coach" to motivate and mentor their team.
- Strong written and verbal communication skills. This individual will be a persuasive, credible, and polished communicator with excellent interpersonal skills as well as multidisciplinary project skills.
- Experience integrating a commitment to inclusion into programmatic design, implementation, and team leadership.
- Ability to work collaboratively with internal and external partners to affect change, including members of the board of directors.
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives and manage a budget.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously, and thrive in a complex environment with multiple priorities.
- Bachelor's degree in a related field.
- At least 10 years of management experience and experience in education, youth development, and/or community engagement, with knowledge of issues facing girls.
- Possess reliable transportation and a valid Texas driver's license.

Additional Preferred Qualifications:

- Bilingual in Spanish
- Advanced graduate degree

Physical Requirements and Work Environment

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. This person must also be able to sit or stand for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

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.

To apply, please send resume, cover letter, and salary requirements to careers@girlsincdallas.org. No phone calls, please.