



Director of Programs

JOB DESCRIPTION
FULL TIME, IN PERSON, DALLAS TX

Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 50 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

The Role

United to Learn's Director of Programs advances United to Learn's mission, brand, and programs by building understanding and inspiring action around U2L's efforts via strategic planning with other programs department directors. This role works collaboratively with internal and external stakeholders to design and facilitate programming and research and analyze key metrics to inform continued improvement.

Our values underpin everything we do. The Director of Programs is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

Reporting Structure

The Director of Programs reports to the Chief Program Officer.

Essential Competencies

Functional Excellence

- Establish and maintain trusting relationships with partner schools, organizations, and individuals
- Assist with planning and facilitation of meetings, including internal programs team as well as campus and district leadership
- Develop, lead, and implement strategic activities to build cohesiveness and increase communication between campus staff and United to Learn
- Oversee project management of annual conferences and support the organization of Community Campus Day
- Support cross-pillar and inter-departmental collaboration to ensure alignment to program metrics, expected outcomes, and effectiveness of programming
- Contribute to Board and Advisory Council communications, network meetings or fundraising as needed

Sector Knowledge

- Demonstrates strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Holds advanced knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Leverages advanced knowledge and ability to teach others about Dallas public education sector and collaborative organizations

Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Contribute to project vision and goals; oversee project plan and team members for timely completion across workstreams
- Promote consensus among organizational stakeholders when proposing new initiatives

Communication

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports to varied internal and external audiences

- Use discretion while communicating sensitive information

Relationship Management

- Demonstrate effective interpersonal skills, and build trust and belonging internally and externally
- Develop own senior level network of contacts and coach others on how to build and maintain a network of contacts internally and externally

People Development

- Oversee, coach, and manage direct reports; provide strategic guidance and performance feedback; maintain regular 1:1s; deliver timely mid-year and year-end conversations
- Take a leadership role in recruitment, retention, and management of talent within function and within organizational budget, in collaboration with function chief and HR
- Set and exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers

Technical Excellence

- Lead and oversee data analysis of programming efforts
- Challenge assumptions and ask questions to evaluate data
- Critically examine all initiatives and programs with eye toward improvement
- Identify critical messages from research and data analysis for compelling storytelling
- Advanced knowledge of Google Suite and MS Office products

Ideal Candidate Qualifications

- Hold a bachelor's degree with 5 years of experience in education or a related field
- 1-2 years of success in a leadership role
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Director of Programs will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to careers@unitedtolearn.org.