



## Regional Program Associate Director Position Description

### Organization Background:

Horizons Atlanta (HA) believes that every child in Atlanta, regardless of background, should have the same chance at making a positive impact on his or her community. By eliminating the critical barriers to success that many of our children face, we aim to put them on a path to:

- Read proficiently by the end of third grade
- Achieve eighth grade math proficiency
- Build swimming skills and confidence
- Graduate from high school, college and/or career ready

We accomplish this by providing our students access to high quality academics in an engaging, tuition-free, six-week summer enrichment program focused on literacy, math, and swim skills, as well as complementary school year activities.

We are a rapidly growing organization. In 2022, our student seat capacity reached 1,450, serving K-8th grade students at ten metro Atlanta private schools, colleges, and universities on an operating budget of \$3.2 million. Our student seat capacity will increase to nearly 1,500 in 2023 on a projected budget of \$3.9 million.

### POSITION OVERVIEW

HA seeks an experienced Regional Program Associate Director to support the Regional Program Director, Executive Director, Site Directors and program staff. The role includes leading the planning and performing of key tasks to guarantee successful programming and positive student outcomes while ensuring alignment with Horizons Atlanta's core program components.

This position reports to the Regional Program Director and will maintain excellent internal and external stakeholder relationships for the purpose of program operational advancement. This position also has one direct report, the Enrollment and Records Manager.

The role is designed to support program sites and regional programming. This person will ensure program quality and fidelity by serving as a support for our Site Directors and staff professional learning communities.

## JOB RESPONSIBILITIES

### Program Component Delivery and Support

- Work with the Regional Program Director and Site Directors to develop annual program implementation plans and monitor progress/activity against those plans
- Track site compliance with program components requirements set by Horizons National, Horizons Atlanta and/or funder provisions including, but not limited to
  - Literacy and math instruction
  - Social-emotional learning
  - Swimming instruction
  - Field trips
  - Food service
  - School-year programs
  - Family engagement
- Directly support Site Directors during the summer programs in addressing program logistics and operations needs and other troubleshooting issues;
- Identify trends from program sites and seek opportunities to aggregate and share resources across the regional affiliates (e.g. field trips, transportation, suppliers, etc.)
- Plan and execute delivery of region-wide program activities, including regional swim meet and National Summer Learning Week celebration (Carnival) as well as implementation of region-wide learning technology platforms (Lexia Learning, IXL, etc.)
- Work with Executive Director and Site Directors to implement a Summer Food Service Program (Horizons Atlanta as SFSP Sponsor), including program delivery and full compliance with SFSP program requirements

### Program Review and Quality Improvement

- Working with Site Directors, ensure that appropriate data are collected and other feedback mechanisms (surveys) are administered at the conclusion of the summer programs
- Collaborate with the Regional Program Director in reviewing program performance indicators and coordinate the implementation of quality improvement strategies with Site Directors and staff

### Oversee Student/Staff Enrollment and Data Reporting

- Direct the Enrollment and Records Manager to support site-level student and staff recruitment and ensure that rosters and records input into Horizons National's Salesforce database are complete and accurate (including, but not limited to program enrollment and attendance)
- Work alongside Site Directors to plan and execute their student recruitment and retention efforts. Ensure student enrollment meets any applicable place-based philanthropy requirements.

- Ensure sites are prepared for STAR testing (pre- and post- assessments) before the summer program commences at each site

#### Support Regional Program and Development Activities

- Support content development for a weekly email newsletter for site directors
- Assist the Regional Program Director in planning the annual Site Directors' Retreat
- Support the Development team with such stakeholder stewardship activities as input for grant reports, donor and prospect site visits, events, etc.

#### POSITION STRUCTURE

- This is a full time, exempt position. Normal business hours are Monday - Friday, 9 am - 5 pm, but availability for some early morning, evening and weekend meetings is required, with advanced notice.
- A college degree and senior-level experience in nonprofit management, education, or a related field is required.
- This position involves travel between our program sites while summer sessions are underway.
- Salary is commensurate with experience. Health and retirement benefits package included. Please submit salary requirements with inquiry.

#### TO APPLY

- Send cover letter, resume and salary requirements to [info@horizonsatlanta.org](mailto:info@horizonsatlanta.org).
- The position is open as of February 15, 2023 and will be filled as soon as possible.