



Regional Program Manager 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 2021, our student seat capacity reached 1,270, 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 1,400 in 2022 on a projected budget of \$3.7 million.

POSITION OVERVIEW

HA seeks an experienced Regional Program Manager 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.

The role is designed to support program sites, professional development, 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
- Ensure sites are in compliance with program components set by Horizons National, Horizons Atlanta and/or funder requirements including, but not limited to
 - Literacy and Math instruction
 - Social-emotional learning
 - Swimming instruction
 - Field trips
 - Food service
 - School-year programs
 - Family engagement
- Identify needs and trends from program sites and relay to Regional Program Director
 - Seek collaboration, best practice sharing, and common activity opportunities across sites;
 - Identify and aggregate regional and shared resources among sites for field trips, transportation, etc.
- Work with Executive Director and program Site Directors with implementation of Summer Food Service Program (Horizons Atlanta as SFSP Sponsor), including program delivery and full compliance with SFSP program requirements
- Support the Regional Program Director's initiatives to enhance program quality and continuous improvement, including
 - Curriculum review, development and enhancement
 - Supporting partnerships
- Provide implementation support to new program sites as they launch, including directly supporting the newly installed site director
- Proactively identify new resources and opportunities to support sites

Lead Professional Development for Site Directors, Teachers and Program Staff

- Design and implement region-wide professional development and training opportunities for program staff, with the goal of enhancing delivery and quality of all program components
- Build a community of learning among site teaching staff that lasts year-round within which to share best practices and to identify common needs and opportunities
- Provide oversight/coaching/coordination of site staff recruitment and training
- Maintain a website and newsletter with year-round professional development annual opportunities for site leadership and staff
- Design and implement mechanisms for site staff professional feedback and coaching

Oversee Student/Staff Enrollment and Data Reporting

- Support Site Directors and site teams with their student/staff enrollment process, including tracking, database entry statu

- Support site directors in their student recruitment and retention efforts. Ensure student enrollment meets any applicable place-based philanthropy requirements.
- Ensure data completeness, accuracy and integrity in Salesforce (including but not limited to program enrollment and attendance)
- Ensure sites are prepared for STAR testing and assist the Regional Program Director as needed with STAR data analysis
- Perform additional data compilation and analysis in concert with Regional Program Director and Director of Development as needed for board, stakeholders, and regional priorities

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 Director of Development 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.
- 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 jobs@@horizonsatlanta.org.
- The position is open as of January 1, 2022 and will be filled as soon as possible.