



Visit our website: sparkdallas.org

Mission: To ignite the spark of creativity inherent in all children.

Job Description
Director of Programs

Reports to: Executive Director

Position Summary: The Director of Programs is responsible for developing and delivering excellent programming that meets the mission: To ignite the spark of creativity inherent in all children. This person will oversee the general management of all program areas, which include program development, delivery, and evaluation, as well as budgets, grant tracking and relationship management. As part of the senior management team, this position will drive the overall programming strategy for the organization and represents SPARK! throughout the community.

Responsibilities:

- Oversee the creation and organization of programs and activities in accordance with the mission and goals of the organization
- Oversee the development of curriculum and documentation of all programs
- Facilitate field trips with support for staff
- Attract, develop, coach and retain high-performance team members
- Develop and manage annual department budget including input and tracking of grant applications
- Work with staff to develop systems to ensure consistent, high-quality program delivery
- Manage relationships with partner organizations
- Work collaboratively with the senior management team to integrate cross program activities
- Provide leadership in development of department communication and cohesiveness, sustaining culture and supporting staff during organizational growth

Qualifications: The Director of Programs will be thoroughly committed to the strategy and mission of SPARK! and believe in and exhibit our core values of: Servant Leadership, Honesty & Integrity, All candidates should have demonstrated leadership, coaching, budgeting and relationship management experience.

Specific qualifications:

- College degree, with 4+ years' experience in either a nonprofit or museum programming
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives
- Strong business acumen, analytical skills and budget management
- Highly organized, with ability to work in a fast-paced environment on multiple project simultaneously
- Able to work effectively with a diverse group of individuals
- Must have impeccable Integrity and a positive attitude, be mission-driven and self-directed with a demonstrated passion for the SPARK! mission and commitment to working collaboratively with the senior management team
- Proactive, detail oriented, and results driven
- Active lifelong learner
- Solid judgment and apparent leadership skills
- Team player, who can relate to and operate effectively with peers and other associates within a collegial, yet demanding, work environment
- Must pitch in with the team on all events to meet SPARK! goals and objectives
- Proficient in Microsoft Office Suite and database management – Salesforce preferred
- Knowledge of Google Drive
- Able to present information concisely and effectively, both verbally and in writing
- Able to organize and prioritize work
- Strong work ethic
- Express a consistently high level of professionalism in dealing with confidential and sensitive issues
- Energy, enthusiasm and self-confidence in building relationships for SPARK!
- May have to work outside the 9-5 work day hours if necessary
- Must be eligible to work in the U.S.

Please send cover letter & resume to: careers@sparkdallas.org

No phone calls