



<b>Job Description:</b>	<b>Career Pathway Services Program Director</b>
Updated:	11/3/23
Salary Range:	\$82,000 - \$86,000
Office:	3411 W. Diversey Ave., Chicago, IL 60647 (flexible in-person/remote-work schedule, minimum three days in-person)
Classification:	Full-time, exempt, permanent position
Benefits:	MR currently pays for 85% of the premiums for company provided health insurance, and 70% for added premiums of family members; Dental; Life/disability insurance; 401(k)

To Apply: Given the nature of the position and mission-driven organization, in addition to a resume, applicants will be asked to submit a cover letter highlighting alignment with interest and experience with this position and the organization. Send cover letter, resume to Erica Staley, [estaley@mfgren.org](mailto:estaley@mfgren.org).

**Organization Overview:** Manufacturing Renaissance (MR) is a Chicago-based nonprofit organization, founded in 1982. MR's mission is to advance inclusive sustainable development anchored in manufacturing. MR operates through two program areas: 1) Career Pathway Services: expose, inspire, train, and prepare youth and young adults for career track jobs in manufacturing; 2) Manufacturing Ecosystem Services: expand the coalitions, technical assistance supports and policies that support manufacturing-related programs that advance inclusive, scalable, sustainable development. We are a small but growing organization looking for purpose-driven professionals who wish to grow with us.

**Position Description:** The Career Pathway Services Program Director reports to the Executive Director and will be part of the senior management team. This is a position that requires strong leadership skills that 1) Provides strategic leadership and partnership development for MR and its programs, 2) Provides effective management of program administration and operations towards achieving Career Pathway Service program performance goals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide strategic leadership for MR and its programs:
  - a. Lead the Career Pathways Services learning agenda
    - i. Create and ongoingly update a data strategy for efficient program implementation, reporting to funders, and evaluating program effectiveness
    - ii. Regularly conduct data analysis to compliment anecdotal evidence of what is being learned through implementation that can be translated to policy initiatives
  - b. Effectively represent and advocate for MR's interests with diverse stakeholders: funders, employers, community representatives, collaborators, and partners. Able to be an effective spokesperson for the program, able to inspire and win-over stakeholders to support and participate in program activities and operations.
  - c. Effective in networking, creating potential leads for new partnerships, fee-for-service, and grant opportunities.

- d. Intellectually curious about new ideas, maintains a regular schedule to stay informed of national/international best practices relative to our field of work, interested in participating in internal discussion and debate to shape and find application for new ideas. Areas of interest for the program include trauma-informed care, employee ownership, leadership development, career pathway program best practices, industry 4.0, sustainable development, manufacturing ecosystems.
  - e. Work in coordination with the senior management team on other organizational initiatives, participate in community outreach or engagement activities on regular basis to build organizational visibility, community relations and opportunities for partnerships. Possible activities include attending community meetings and events organized by community-based organizations and other civic or industry groups.
2. Provide effective management of program administration and operations towards achieving Career Pathway Service program performance goals, responsibilities include:
- a. Provide operational leadership and management through effective management of training schedules and program caseloads. Seek ongoing alignment with best practices in career pathways programming and technical instruction. Maintain up to date manual of program policies and operations, ensuring all activities have clear lesson plans aligned with program logic models.
  - b. Ensure assigned staff are on-track to meet annual program metrics through timely data collection and updating database and participant folders that allow for monthly generation of performance progress reports.
  - c. Ensure financial and operational compliance with grant contracts. Current contracts supported by WIOA and ARPA funding sources. Ensure assigned staff are operating within the allowed program budget and practicing required fiscal management policies. Maintain regular communication with Finance Dept. staff to help ensure program budgets and expenditures stay in alignment with organization budgets, policy compliance and invoicing schedules.
  - d. Provide direct supervision and management support to assigned staff: cultivate strong team cohesion, ensure staff are clear on their roles, stay on task towards achieving program goals including related program operational and administrative documentation, organize productive weekly team meetings, maintain schedule of regular check-ins with staff, offer support and document underperformance of staff as needed towards resolution.
  - e. Develop strategies and periodically revise program operational tools including, but not limited to, data management systems, case management and referral tracking systems, recruitment, and outreach tools, etc. as needed.
  - f. Assist Executive Director in drafting reports and grant proposals supporting program activities.
  - g. Maintain a monthly progress reporting schedule on assigned work plan projects to be shared with Executive Director and senior management.

## SKILLS AND QUALIFICATIONS

- **Mandatory Qualifications:**
  - Must be able to pass appropriate criminal background check and comply with Illinois Mandated Report laws.
  - Must be COVID-19 vaccinated (current with most recently available booster).
  - Transportation: Must have a car due to frequent need to travel around Chicago
  - Experience Required: Minimum of 5 years working as a professional managing youth and/or social service programs, particularly in low-income Black/Latinx communities. Experience implementing government-funded youth/social service program work (WIOA, ARPA), required.
  
- **Highly Preferred Education, Experience and Skills:**
  - Education: Minimum of a bachelor's degree required. Master's or higher degree in a related profession highly preferred, especially in Education, Social Work, Youth Development, or related field.
  - Experience: In addition to experience managing youth/social service programs, community organizing experience highly preferred and/or familiarity with programs involving STEM/Manufacturing fields highly preferred.
  - Analytical skills: able to read and design spreadsheets, able to recognize patterns in data, identify and troubleshoot problems, compose data charts, tables, graphs, etc. for analyzing and communicating program performance for internal and external audiences.
  - Writing skills: able to compose grant reports, proposals, short articles sharing success stories and best practices of the program that can be shared with funders, network, online audiences.
  - Computer/internet literacy skills: proficient in using Microsoft Office including Word, Excel, PowerPoint, SharePoint, OneDrive, and other web applications. Experience using Salesforce highly desired.
  - Administrative skills: effective time management, effective managing participant data and documentation of services, attention to detail, organized, sensitivity to deadlines.
  - Literacy and communications skills – strong reading comprehension, writing, interpersonal, public speaking, social media highly preferred.
  - Initiative, professionalism, and ability to work with diverse stakeholders (youth, young adults, social service agencies, manufacturers, community residents, etc.) in a dynamic environment.
  - Positive, “can-do” attitude and pro-active approach to solving problems, engaging, and resolving inevitable tensions that arise in the work to develop partnerships and collaborations.
  - Teamwork and self-driven independent work conditions.
  - Ability to adapt quickly to challenges and changing environments.