



**Position:** Senior Director, Special Projects

**Organization:** After School All-Stars

**Location:** Flexible within ASAS Network

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization that provides free, daily afterschool programs to over 90,000 children at 350 school sites in 19 chapters across the U.S. Our vision for our All-Stars is: for kids to be healthy and active, to graduate high school and go on to college, to find a career that they love and to give back to their communities.

#### **A UNIQUE OPPORTUNITY:**

The Sr. Director of Special Projects is a key member of the Operations leadership team and will focus on special projects that move the organization towards its strategic initiatives. The special projects will be assigned based on highest impact on the organization. The role will work cross-functionally and with Executive Team or Division Leads according to project. The Sr. Director, Special Projects will be responsible for the successful delivery of projects by marshaling internal and external resources. Provides leadership and management for large-scale and small-scale project preparation, day-to-day project operations, analysis and administrative activities. Participates in the planning, design and development of projects, and the analysis and reporting of relevant results. This is a full-time, exempt position reporting to the Chief Operating Officer.

#### **SPECIFIC RESPONSIBILITIES:**

- Leads cross departmental projects from initiation to completion, including engagement with key staff across the organization, and with external stakeholders as appropriate.
- Identifies new project opportunity areas and continuously keeps track of upcoming project opportunities.
- Plans, organizes and schedules activities to meet objectives. Ensures that these are well-documented and communicated to the respective team.
- Gathers and utilizes feedback in exploration stage of projects
- Once assigned to a project, meets with the department or division lead to develop a coordination plan that includes management of the schedule, technical contents, budget plan, and all other project requirements; becomes fully familiar with opportunity requirements.
- Serves as a key resource for project information and resolves problems or questions referred by internal and external sources.
- Coordinates multiple workstreams.
- During the project development phase, works closely with the department or division lead to collect technical writeups and supplemental items in a timely manner to ensure meeting all milestones and internal and external deadlines; provides calendar of deliverables to project team and compels the team to follow it closely.
- Schedules meetings as needed to advance projects. Also, ensures all budget items are obtained and organized in a timely manner to ensure meeting all milestones and internal and external deadlines.
- Proactively identifies and engages individual experts, both internal and external, as well as informational resources that can help frame and advance each project.
- Participate in the Divisions Head weekly leadership team meetings
- Structures and further defines high level COO direction into tactical plans to drive impact, value, and efficiency.
- May also represent the organization (or specific project) to external/internal stakeholders and constituencies as needed.



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#### **WHO SHOULD APPLY?**

The Sr. Director of Special Projects will exemplify ASAS' core values: proactive, transparent, accountable, collaborative, and entrepreneurial. Team building and a collaborative working style are important attributes, in addition to:

- 5-10 years of relevant experience, to include a combination of operations work, field support work, and project management.
- Strong organizational skills and demonstrated capacity to create, develop, and implement practical strategies and solutions to identified opportunity areas.
- Knowledge of the after-school landscape, including a working knowledge of After-School All-Stars.
- Excellent research, writing, and communication skills.
- Comfort with a multi-faceted role and the ability to be organized and adaptable in a dynamic organization.
- Collaborative and detail-oriented with the ability to lead and to be of service to national and chapter leadership.
- Resourceful with the ability to quickly grasp and synthesize our programs with a deep interest in our mission.
- Experience building collaborative relationships while maintaining compliance with network policies and procedures.
- Highly customer service-oriented.
- An undergraduate degree is required, graduate degree preferred

#### **SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

#### **HOW TO APPLY FOR THE SENIOR DIRECTOR OF SPECIAL PROJECTS ROLE:**

Please submit a **resume and cover letter** in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars.

Please put " Sr. Director, Special Projects" and your last name in the subject heading.

#### **LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)