



**Position:** Associate Executive Director of Programs

**Organization:** After School All-Stars

**Location:** New York, NY

### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) (ASAS) provides free, daily afterschool programs to over 70,000 youth in over 300 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

### **A UNIQUE OPPORTUNITY:**

ASAS is currently seeking an dynamic leader to serve as Associate ED of Programs, reporting to the Executive Director of After-School All-Stars New York (ASAS NY). This person will be responsible for management of the programs department and will build a strong team, foster a dynamic culture and strengthen our programs and overall impact in the communities that we serve. The AED of Programs' primary responsibilities will include: management and supervision of all Senior Program Directors, ensuring high quality professional development for all members of the team, maintain a quality system for programmatic excellence and grant compliance, frequent assessment and evaluation of program delivery, and supporting the Executive Director with chapter level leadership.

### **SPECIFIC RESPONSIBILITIES:**

- Provide inspiring leadership and strategic vision for all members of the program team and site leadership
- Oversee recruitment, selection, hiring and training of all program staff. This includes ensuring that all sites are fully staffed – with staffing plans (including contingency plans) and succession plans in place at each site
- In partnership with the Director of Program Quality and Development foster a community of learners and innovators. Creating a scaffolded year long staff development plan that includes workshops, trainings and individualized coaching plans
- In partnership with the SACC Administrator ensure site level compliance via the Senior Program Directors and Program Directors to all DOH compliance
- Manage and lead relationships with school building leadership for all sites, in collaboration with Executive Director and Associate ED of Operations assess and manage subcontractors ensuring program efficacy, grant compliance and site/program based budget management
- Work with Senior Program Directors to strengthen programmatic policies that will drive student outcomes
- Work closely with the Associate ED of Operations to ensure the creation of systems and structures that support site based compliance to all funders and city agencies
- Ensure compliance with regulations and contracts across all partner city agencies including but not limited to – DYCD, DOH, and DOE. Additionally any other partner funders, donors or program initiatives
- Work closely with Senior Program Directors and Program Directors to co-manage funder relationships, ensuring that all grant requirements and initiatives are being met; attend funder and partner meetings as needed
- Serve as a member of the Executive level team with the Executive Director and Associate Director of Operations in order to support ongoing overall management of ASAS New York in conjunction with the national leadership team and ASAS NY Advisory Board
- Remain informed of best practices in afterschool programs and youth development
- Work with colleagues across the ASAS national network to share information, resources, and leads and collaborate on national and regional efforts
- Travel to off-site meetings, trainings, and events
- Perform other duties as assigned

### **WHO SHOULD APPLY?**

The Associate Executive Director of Programs (AED of Programs) is expected to be a seasoned leader experienced in the field of non-profit management with demonstrated success in program and organizational



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oversight. The AED of Programs should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial. Strong written and oral communication skills, and exceptional data management, analysis, and organization skills are required. An understanding of the local non-profit, education landscape in New York and a deep knowledge of compliance and regulations across city agencies and grant funders is strongly preferred. An undergraduate degree is required, and a Masters Degree is preferred.

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

The salary for this position is commensurate with qualifications and experience of the individual candidate. The intended salary range for this position is \$100k-130k per year. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, 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 PROGRAM DIRECTOR ROLE:**

Please submit a **resume and cover letter** in PDF format via e-mail to: [taryn.davis@afterschoolallstars.org](mailto:taryn.davis@afterschoolallstars.org). Please put "Associate Executive Director of Programs" and your last name in the subject of your email.

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

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