



United Ways
of Iowa



Iowa Reading Corps Program Director Position Description

POSITION POSTED: October 27, 2023

APPLICATION DEADLINE: November 17, 2023

TO APPLY: Send Cover Letter and Resume to exec@uwiowa.org with “**Program Director Position**” in Subject Line.

Job Title: Iowa Reading Corps Program Director

Reports To: President and CEO of United Ways of Iowa

Salary Range: \$71,023-\$76,496

Overview

Iowa Reading Corps Program Director will lead the implementation of programming while ensuring all stakeholders have an exceptional experience and the program is making an impact for students. This position will be responsible for providing on-the-ground leadership for Reading Corps program implementation in Iowa communities and works to launch programs in new communities. The Iowa Reading Corps Program Director is responsible for leadership and supervision of a program management team. This position is a key leader in establishing a positive tone and culture for the team. This position will observe confidentiality of all member and organizational information.

Ultimately, the Iowa Reading Corps Program Director is responsible for leading a team that strives to achieve 100% enrollment and 100% retention of participants with highly satisfied schools who experience high rates of growth for students, achieving key metrics outlined by funders.

Essential Functions

- Program Leadership and Management:** Provide leadership and direction to the overall program, establishing an annual timeline of key activities essential for effective program implementation and leading the team to meet all the milestones set forth on the timeline. Establish procedures that lead to strong school partnerships, a positive member experience with a high enrollment and retention rate, efficient and effective training structure throughout member service year, and implementation for strong student outcomes. Supervise the program management team.
- Partnership Development:** Establish relationships with new school district partners; present information about the program to key stakeholders. Maintain partnerships and relationships with school district and school building personnel that lead to shared vision of improving outcomes for

students. Be present in the community and develop community partnerships that support the overarching goals of the initiative.

3. **Community Advancement:** Work to prepare for implementing Reading Corps in new and returning communities. Present information about the program to key stakeholders, solicit understanding and buy-in to the program models, and lead the efforts to prepare for implementation. Create timelines for implementation and execute against the timeline.
4. **Grant Management and Reporting:** Meet expectations of all grants and contracts that provide funding for the program. Write and submit progress reports and claims. Meet grant required deadlines. Effectively plan for and manage program funds and provide accurate documentation.
5. **Data Driven Decision Making:** Identify and analyze quarterly and annual data for continuous improvement of the program integrity and fidelity; recruitment and retention of service members; recruitment and retention of service sites; development of program management team.

Minimum Education

- Bachelor's Degree (required)

Minimum Experience

- Two to three years of experience in high-quality and effective program and staff management
- Experience in management of an AmeriCorps or national service program preferred
- Demonstrated proficiency in creating partnerships and working in a collaborative environment.
- Proven interpersonal skills including the ability to build relationships, solve problems, mediate conflict and exercise sound judgment.
- Ability to balance multiple priorities and deadlines in a fast-paced evolving environment.
- Demonstrated professional communication skills characterized by active listening, respectful two-way communication, and timely and results-oriented communication. Public speaking experience preferred.
- Proven ability to adapt to change and innovate through a solution-oriented perspective.
- Experience working with diverse communities and commitment to supporting all tutors enrolled in our programs.
- Proven success navigating situations that require high emotional intelligence, with an emphasis on self-awareness.
- Proficiency with MS Office and Excel. Previous database experience preferred. Ability to utilize video conferencing effectively.
- Must have the ability to travel to locations and/or meetings throughout the state including occasional overnights.

Leadership Competencies

- **Self-Starter** – The individual must have the ability to take initiative to achieve goals.
- **Emotional Intelligence** – Individual must be self-aware, have strong interpersonal skills, is adaptable, and able to collaborate with all levels from tutors to principals.
- **Solution Oriented** – Must have an ability to solve problems from a solution-oriented perspective. Will need creatively address and solve problems to the satisfaction of all stakeholders.

- **Results Oriented** – Has sound planning skills, knows how to execute against respective action plans, and regularly meets or exceeds target in a timely and cost-effective manner. Has ability to drive results through others.
- **Equity Skills** – Holds a thorough and ever-expanding understanding of the role of equity in the mission; maintains a deep and unrelenting commitment to improve the equitable impact of our program on the community, partners, and staff.

Physical Requirements

United Ways of Iowa is committed to compliance with the Americans with Disabilities Act and will make reasonable accommodations as possible to enable employees to perform the essential function of their positions. This position requires the ability to:

- Travel locally and statewide as needed
- Communicate effectively with people/groups in multiple settings within and outside the organization.
- Effectively utilize existing and emerging technology to achieve required results.
- Transporting of moderately heavy objects up to 25 pounds

This position has the option to be remote or hybrid, but the candidate must live in Iowa.

Benefits

United Ways of Iowa offers a benefit package including Medical, HSA, Dental, PTO, and Retirement.

EEOC

United Ways of Iowa will not discriminate for or against any applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law. Reasonable accommodation provided upon request.