



## Director of Programs

### Job Description - November 2024

#### Overview

**The Governor's Institutes of Vermont (GIV)** is a nonprofit doing amazing work... and we are looking for a dynamic **Director of Programs** to join our team! Do you love managing complex projects? Are you skilled at hiring and supervising people? If you are a proactive systems thinker, with a passion for inspiring and empowering young people, we would love to hear from you!

Each summer, GIV helps more than 500 Vermont high school students pursue their interests and find their people! We provide intensive residential summer enrichment programs on college campuses that inspire them to think deeper and dream bigger, focused on topics ranging from the Arts to Environmental Science to Technology & Design. Even decades later, 88% of our alumni report that their time at GIV was one of the most important experiences of their teenage years. To learn more, please visit our website: <https://giv.org>

This is a full-time exempt position, with at least one day/week in our Winooski office. Folks outside of Chittenden County are encouraged to apply! Salary range is \$65-75K and the benefits package includes generous paid time off.

**GIV is an equal opportunity employer.**

We value a diverse workforce and an inclusive office culture. We strongly encourage applications from all qualified individuals without regard to national origin, race, ancestry, color, ethnicity, age, gender identity or expression, marital status, medical condition, mental or physical disability, religious creed, or sexual orientation.

## Key Responsibilities:

The rock star in this role will oversee the three pillars of GIV programming: community, content, and logistics. This role is essential, serving as a partner within the organization to create systems and promote a consistent culture of joy and growth through learning.

This role is both high-level and nitty gritty. We are looking for the unicorn who can dive into the details just as much as they can manage humans and improve processes.

### **COMMUNITY:** *Hire and train staff to successfully build community*

- Oversee a remote group of program leaders (we currently have 9 Institutes)
- Recruit, hire, and train summer staff (we currently employ ~120 people for the summer Institutes)
- Instill a focus on creating a positive, inclusive staff environment that helps intentionally build community with students
- Build systems and templates to ensure consistency and efficiency across Institutes

### **CONTENT:** *Ensure the delivery of high-quality academic experiences*

- Plan programming in concert with the Executive Director and program leaders
- Identify areas for improvement and develop strategies to enhance impact
- Analyze outcomes to improve program quality over time

### **LOGISTICS:** *Build an effective engine of operational efficiency*

- Oversee two GIV team members who are responsible for:
  - marketing, outreach, and outward communications
  - family communications, admissions, enrollment, and evaluation
- Ensure Institute schedules, plans, and templates are in place according to deadlines
- Make decisions on budget questions
- Strengthen host campus relationships as you arrange for Institute needs
- Order and distribute supplies
- Provide guidance and support to on-site leadership when pivots are needed

# Key Qualities & Experience

**In order to do these things well we're seeking someone with relevant experience with:**

- Project and workflow management
- Creating efficient systems
- Managing people
- Hiring and training staff

The ideal candidate has a strong background in program management, team leadership, and/or event production, along with a passion for equity in youth education.

In order for this role to have the most impact, we are looking for someone with the following qualities:

- Strategic systems thinker
- Enjoys building relationships
- Proactive; notices what needs to be done
- Aware that culture shapes experience and possibility
- Loves to create and sustain efficient systems
- Organized, revels in a spreadsheet
- Ready to be hands-on with detailed tasks
- Flexible and improvisational
- Sees the whole while managing the moving parts

We are looking for an aspirational thinker who can see the big picture and is also comfortable diving into details and seeing them through.

# Compensation & Work Environment

**Salary range: \$65,000-75,000 annually**

- This position is full-time. Occasional evenings and weekends are required when we are running programs. The program schedule requires significant travel around the state of Vermont, with heavier travel in June and July.
- We are open to hybrid and flexible work schedules. Our office is in Winooski, VT, and is accessible to people using wheelchairs; you are welcome there as often as you like. We ask that you commit to at least one day/week in the office with the team. Folks outside of Chittenden County are encouraged to apply!
- The person in this role will report to the Executive Director.
- Two full-time year-round roles will report to you: the Outreach & Communications Manager and the Operations Coordinator.

**Benefits include:**

- 10 paid holidays per year
- Generous paid time off, increasing with length of service (5 days after 1 month, 20 days after 6 months, 30 days after 2 years).
- Although GIV is exempt from Family and Medical Leave Act mandates due to its small size, we recognize the importance of family and strive to accommodate family needs whenever possible. Once an employee has met a certain length of service, we offer up to 12 weeks of unpaid leave related to a new child or an illness, and up to 2 weeks related to a death in the family. We are happy to share more details during the interview process.
- Quarterly \$1250 contribution to an employee-directed plan similar to a cafeteria plan. Employees can apply the contribution towards a choice of benefits from an approved list, including qualifying pretax health and dependent care benefits, and non-pretax benefits developed in response to employee requests.
- SIMPLE IRA with employer match up to 3% of annual salary, beginning at 3 months service.
- Professional development budget.

## How to Apply

Please send PDFs of your resume and cover letter, with SUBJECT: Director of Programs, to: [jobs@giv.org](mailto:jobs@giv.org) Please include how you found out about this role in your letter.

Applications will be accepted on a rolling basis until the position is filled, at which time we will remove the announcement from our website at <https://giv.org/about-us/jobs>

We will begin reviewing submissions beginning December 1, and will reach out to you if we are interested in moving forward with your application and scheduling an interview.

Ideal start date is January 2025.

Questions? Please email [jobs@giv.org](mailto:jobs@giv.org)