



book harvest

Full-Time Job Opening: Program Director

Organization and Program Overview

Founded in 2011, Book Harvest (www.bookharvestnc.org) is a nonprofit organization based in Durham, North Carolina that provides books to children and engages families and communities in promoting children's literacy and academic success. We believe that every child can succeed and that books are a vital tool to help all children thrive in school and in life. Access to plenty of books and to family literacy support from birth helps children start kindergarten ready to learn, combat summer learning loss once they are in school, and identify as readers.

Since its earliest days, Book Harvest has developed innovative programs, grounded in evidence, that follow best practices and produce measurable results. To date, we have provided nearly 750,000 books to children and families in our community. We view our work as a moral imperative, and we are committed to replication and expansion of what works in order to achieve maximum impact and enable academic and life success for children across our country.

Job Description

The full-time Program Director is a new position for Book Harvest, created in response to the significant growth of our programs, reach, and goals. The Program Director will support and provide day-to-day strategic direction to the team managing the portfolio of Book Harvest programs. This senior staff member will cultivate the shared vision and mission among the program team, align the programs toward that shared vision and mission, serve as the liaison between the program team and the Executive Director, actively support the professional development of the program team, and ensure that every program is measured appropriately and delivered successfully.

The Program Director is a highly motivated, superbly organized individual who possesses both a keen understanding of cultural competence and significant experience in a work setting that values equity and access, and who is ambitious about the organization's larger goals of transforming outcomes for children. A commitment to lifting up parent and community leadership, a deeply held belief in the capacity of low-income families to make decisions that are best for them, a belief in the power of stories and a commitment to changing existing narratives, an ability to nurture and sustain organizational partnerships, an innovative approach to systemic challenges, an enthusiasm for teamwork, patience, and perseverance, an abundance perspective rather than a deficit mindset, and an outlook of gratitude, respect, and possibility are all essential. In all of his or her work, the Program Director will be constantly asking the questions, "Are parent voices included in this conversation?" and "Is this what is best for our kids?"

This position is based out of Book Harvest's office at 2501 University Drive in Durham. The Program Director will report to the Executive Director and will supervise and support the work of colleagues managing Book Harvest's core programs: Book Babies, Books on Break, Community Book Bank, Books to Go, and Dream Big Book Drive. In addition, this person will provide the Executive Director with staff support and strategic guidance around other initiatives in which the organization is engaged, including Book Harvest's role in Durham's Book-Rich Environments work with the Durham Housing Authority and Durham's Campaign for Grade-Level Reading (an initiative for which Book Harvest serves as the co-lead).

Responsibilities include but are not limited to the following:

- Meet with program managers weekly or as needed to troubleshoot challenges, identify areas for improvement, and track progress against goals in each core program.
- Meet with Executive Director weekly or as needed to share status of programs, align programs with larger goals of the organization, troubleshoot challenges, and engage in continuous strategic planning.
- Work with program managers to establish short term (such as quarterly), annual, and longterm strategy and goals (measured both in books provided and in literacy support and other measures), and to track progress toward those goals.
- Help guide programs to become more parent-led and parent-involved.
- Strengthen existing and establish new parent-informed feedback mechanisms to enable continuous improvement of our programs.
- Support the program managers in their program design and execution; encourage and facilitate innovation in all aspects of their work.
- Work closely with program managers to ensure that appropriate internal and/or external evaluations are taking place and are being planned for, and that data is being collected, recorded, and analyzed regularly.
- Ensure the highest quality possible in program planning, implementation, and evaluation.
- Work closely with the Executive Director to connect the program content and future plans with the work the organization is doing to move forward Durham's Campaign for Grade-Level Reading and its connection to the [Grade-Level Reading Communities Network](#).
- Work closely with colleagues at Durham's Partnership for Children, the co-lead of Durham's Campaign for Grade-Level Reading, and other partners to move forward Durham's Campaign work and goals.
- Strengthen relationships and deepen strategies for collaboration with key stakeholders and partners, including and especially Durham Public Schools, as well as Durham County Library, municipal government agencies, elected officials, and funding partners.
- Represent Book Harvest at events, meetings, conferences, and other collaborative and learning convenings; make presentations as appropriate.
- Actively maintain and utilize a working knowledge of significant developments and trends within the field of childhood literacy and in the Durham and Triangle communities.
- Connect the program staff with opportunities for professional development, enrichment, and meaningful partnerships.
- Pursue sound working relationships and partnerships with community groups and other organizations, looking beyond the easily identified groups to identify and reach out to those that may be less in the mainstream; to build relationships respectfully and intentionally over time.
- Work with all involved with programs to develop their annual budgets and the goals that drive them.
- Produce reports of measurable results and recommendations for future growth and improvement, for the Executive Director and the Board of Directors.
- Ensure compliance with program reporting requirements of funders and partners.
- Collaborate with the Advancement Coordinator to help craft the organization's narrative and engage with funders as appropriate and helpful.
- Ensure that the organization is applying an equity lens to its work and adjusting the work as needed to maximize that perspective in program delivery and to ensure cultural competence in all facets of our work.
- Revisit this job description and, in collaboration with the Executive Director, modify it as needed but at least annually, to reflect the job and the evolving role of the organization both in the community and with Durham's Campaign for Grade-Level Reading.

Qualifications / Characteristics:

The ideal candidate will have:

- 3-5 years of nonprofit management or comparable experience
- direct experience with program management and staff support and supervision
- a strong track record of successful organizational collaborations
- an ability to work both independently and as part of a team
- experience with managing a large quantity of information and data
- effective written, oral, and electronic communication skills
- excellent presentation skills
- strong organizational and time management skills
- warm and engaging interpersonal skills; ability to interact with people of all ages and cultural backgrounds
- leadership, a spirit of teamwork and collaboration, and the ability to inspire others
- patience and perseverance
- an ability to both further the big picture and keep track of details
- a willingness to work evenings and weekends when needed
- knowledge of Durham (helpful but not required)

Book Harvest is an Equal Employment Opportunity employer. We offer a competitive salary and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

Book Harvest is committed to protecting children through its child safeguarding policies. All staff are subjected to criminal background checks and held to high standards of child protection.

If you are interested in applying for the position of Book Harvest's Program Director, please submit **a resume, contact info for two references, and a cover letter** to Charlia Vance, Executive Assistant to the Executive Director, at charlia@bookharvestnc.org. No phone calls, please.

The priority deadline for receipt of applications is **Thursday, December 14, 2017**.