



## **JOB ANNOUNCEMENT**

### **Director of Programs and Evaluations**

ARTS, a San Diego non-profit organization located in Point Loma, is dedicated to healing, inspiring, and empowering youth facing life challenges by providing innovative arts-based programs, education, and employment opportunities. We are currently seeking a dynamic and experienced individual who is passionate about transforming the lives of youth through the arts!

The Director of Programs and Evaluations will be responsible for the planning, implementation, management, supervision and evaluation of ARTS programming which includes being responsible for strengthening and expanding the current programming, as well as creating additional strategic partnerships and earned revenue opportunities.

#### **Responsibilities include:**

- Provide strategic direction and leadership for all ARTS programming (ARTS Center, outreach, Van Go! Transportation, community art projects)
- Oversee quality control efforts on all programs including ongoing and annual program evaluations in accordance with established measurements, analysis of data, oversight of partner relationship and the implementation of any identified improvements or changes
- Represent ARTS in the community with new and potential partner sites, agencies, families, stakeholders and the general public
- Supervise, direct and coordinate the work and efforts of the program staff including direct reports along with mentors and artists
- Act as member of leadership team to set overall strategic direction of ARTS
- Proactively work to identify and secure new earned revenue opportunities
- Act as a member of the grants committee by providing extensive support to and involvement with all grant submissions including the composing of all program content and final grant reporting
- Support fund-raising efforts by providing testimonials, program data, participating in tours, etc.
- Facilitate Program committee meetings and activities which is comprised of staff, students and a cross-section of all ARTS stakeholders

#### **Minimum Qualifications:**

- Experience in youth arts programming and/or arts administration; specifically program design and implementation
- Bachelors degree required; Graduate-level education preferred
- 3-5 years of management-level work experience
- Demonstrated experience with implementing, managing and analyzing evaluation systems and data
- Demonstrated experience working with diverse and at-risk populations

- Demonstrated experience with earned revenue or sales
- Bilingual in English and Spanish strongly preferred (over 45% of our youth are Spanish-speaking)
- Experience working with school districts
- Experience with creating and facilitating trainings for program staff preferred
- Excellent computers skills including MS Word, Excel, Outlook
- Strong written and oral communication skills
- Entrepreneurial: creative, innovative, problem-solver
- Big-picture thinker; strategic
- Strong project management and time management skills
- Strong leadership skills and ability to act as a team player
- Values growth and self-development
- Sense of humor
- Ability to work occasional evenings and weekends
- Ability to handle multiple tasks and shifting priorities
- Ability to work productively in a fast-paced environment
- Successful completion of fingerprint/background check and TB test
- Valid CA Driver's License and reliable transportation

**Compensation:**

This is a full-time, exempt position. The salary range is high 40's to low 50's and will be commensurate with experience. ARTS offers a competitive benefits package and is an equal opportunity employer.

**To apply, please submit a resume and letter that specifically illustrates how your experience and skills align with the duties and qualifications of this position to [info@areasontosurvive.org](mailto:info@areasontosurvive.org). We are only able to contact those applicants meeting the minimum qualifications. No phone calls or walk-ins please.**