



Senior Program Manager

New York, NY

POSITION OVERVIEW

PENCIL is seeking to hire a Senior Program Manager (SPM) whose primary responsibility will be to drive the ongoing improvement and growth of the PENCIL College and Career Readiness portfolio. This full time position will serve as a project manager to develop, facilitate and ensure the quality implementation of programs that connect New York City public schools and their students with the business community. The ideal candidate will have a background in public education with strong facilitation, relationship management, and project management skills. The SPM will manage a network of PENCIL Partnerships, and will be responsible for additional projects to enhance the scope of PENCIL's work and maximize the impact of PENCIL programs. The role requires a significant amount of time spent out in "the field" visiting schools and business offices across the city. The Senior Program Manager will report to the Vice President Programs/Chief Program Officer.

THE ORGANIZATION

In 1995, PENCIL launched Principal for a Day®, an annual event designed to raise awareness about public education by having civic and business leaders serve as visiting principals in New York City schools. Twenty years later, PENCIL continues to connect expertise from the business community to build public school capacity and put students on the path to college and career success.

Business leaders in PENCIL's network can deepen their impact by engaging in two core programs:

- The PENCIL School Partnership Program creates and supports partnerships between business and school leaders that leverage their collective energies to foster strong school leaders and prepare students for college and career success. PENCIL serves as a critical liaison in these partnerships, helping to recruit and match businesses with schools and providing hands-on support in the design, implementation, and evaluation of partnership activities.
- The PENCIL Internship Program is a competitive career readiness program for NYC high school juniors and seniors, as well as college students. PENCIL trains and places talented, high need students in internships in businesses throughout the city in order to provide deserving students with critical workplace experiences and skills. PENCIL provides training to both students and business volunteers to make sure that students can get the most from their internships. PENCIL is a provider for the NYC Department of Youth and Community Development's Ladders for Leaders program.

RESPONSIBILITIES:

The SPM will be an integral part of the Programs team and will work both to help define and structure a set of emerging models framing PENCIL's partnership work as well as effectively manage an assigned network of partnerships, implement aspects of the internship program, and contribute to the organization's growth and development.

Partnership Management

- Collaborate with the Chief Program Officer to support the growth and organization of the Partnership portfolio
- Identify and codify leading practices emerging at PENCIL to frame partnerships that support both school and student success

- Facilitate strategic, goal-driven partnerships by directing partners through goal-setting, developing and executing aligned activities, measuring impact, sharing best practices, and supporting high quality implementation
- Develop and deliver customized program materials aligned to partnership goals including presentations, facilitator guides and student activities.
- Accurately document all program activities and identified best practices; including updated program plans, attendance, contact information and other records
- Strategically recruit and assess prospective schools to determine best fit within the PENCIL program portfolio and facilitate matching to prospective partners
- Maintain a clear understanding of work across all PENCIL Partnerships, specifically the range of engagement and trends in school and business needs and areas of interest
- Intimately understand the dynamics and underlying efforts associated with each Partnership to ensure partnership success and be able to clearly articulate the strengths, challenges and return on investment for Partnership participants and the larger PENCIL network
- Assist in recruitment and training of volunteers

Support for the growth and development of the PENCIL network

- Engage school leaders, business professionals and other key stakeholders in PENCIL programs and support PENCIL's efforts to recognize and engage partners within PENCIL network
- Support PENCIL communication efforts and facilitate organizational knowledge of PENCIL Network stakeholders and community, including proactively identifying programmatic opportunities for publicity, as well as documenting exceptional partnership work (photos, quotes, etc.)
- Support the stewardship of existing and potential PENCIL Business Partners and other supporters. Consult with Resource Development staff to ensure the alignment of Partnership activities with proposals and agreements with Sponsored Business Partners and other supporters
- Serve as an ambassador to the broad community of PENCIL partners and donors at external events and community initiatives

Internship Program Support

- Support Internship Program recruitment within their network of school partnerships
- Lead training activities for internship participants
- Participate in review and collection of required documentation and paperwork throughout the internship program

Other

- Serve as a leader within the organization to identify opportunities to grow or enhance new or existing Partnerships.
- Serve as a leader within the Programs Team and represent their interests and priorities across the organization in the following areas:
 - Model exceptional program management and quality implementation for PENCIL Partnerships
 - Serve as a resource for those looking to learn more about Partnership work
 - Facilitate ongoing collaboration to ensure consistency of program implementation and quality across the PENCIL network
 - Lead knowledge management efforts, including regular review and updates to lesson plans and other program implementation tools to ensure continuous quality improvement.
 - Develop strategies to effectively use data to adapt program plans and utilize targeted strategies to better align programming with partnership goals.
- Manage special projects to deliver targeted programming across multiple schools or Partnerships within PENCIL's network
- Supervise at least one Program Manager

Qualifications and Experience:

- Demonstrated ability to work both independently and in a collaborative environment and to influence others to ensure successful relationships
- Strong critical thinking and analytical skills; demonstrated ability to identify risks and opportunities associated with the project portfolio, program portfolio and project management processes
- Experience in developing and refining successful program models supporting students and schools
- Exceptional verbal and written communication skills
- An ability to interact effectively with various constituents including Principals, school staff, and business leaders
- A demonstrated ability to think creatively and strategically to build impactful partnerships
- Strong facilitation skills
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast paced setting
- Strong sense of adaptability needed to thrive in a growing and evolving organization
- High standards of excellence and a willingness to do what it takes to get the job done
- Minimum of five years of experience in a non-profit or public sector work environment, with an emphasis on education or youth programs
- Passion for improving public schools and for increasing opportunities for public school students
- Experience with NYC public schools or the NYC DOE preferred
- Bachelor's Degree required; Master's Degree in a relevant field is a plus

COMPENSATION

Compensation will be commensurate with experience and qualifications. Benefits include a generous health insurance plan, a retirement plan, as well as vacation and sick leave policies.

TO APPLY

Please email a cover letter and resume to opportunities@pencil.org with the subject line "Senior Program Manager"

Applications will be accepted until the position is filled.

PENCIL is strongly committed to the principle of equal opportunity for all individuals. PENCIL will make all employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law.