



New York City schools are filled with students who have potential and ambition to go far and we envision a city filled with students whose opportunities match their ambitions. Since 1995, PENCIL has played a critical role in bringing together business professionals, educators, and students to open minds, open eyes, and open doors. PENCIL makes it easy for business professionals, educators and students to work together—in schools and the workplace. Our hands-on programs, including in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make 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. All employment is decided on the basis of qualifications, merit, and business need.

PENCIL seeks a Vice President of Programs to lead strategy development and implementation of the organization's current and future program portfolio. This is an opportunity for a person who has deep expertise in public education and private-public partnerships, to assume a broad and significant role in shaping PENCIL's work connecting students to success.

As a member of PENCIL's leadership team, the Vice President will partner with the organization's President, other Vice Presidents, as well as PENCIL's CEO and Board of Directors to further PENCIL's mission. They will directly supervise Associate Directors on the programs team and support them in their leadership and management of their portfolios.

The Vice President of Programs reports directly to the President.

## **RESPONSIBILITIES**

The Vice President of Programs is responsible for the strategic direction of PENCIL's program portfolio ensuring programs are conceived and implemented to the highest standards. The VP of Programs will review programs on an ongoing basis to ensure PENCIL is effectively supporting citywide efforts to ensure every young person graduates with a pathway to a rewarding career. The VP of Programs will ensure the growth and quality of PENCIL's existing models as well as develop new programs and innovations as needs emerge. Specific responsibilities include:

### **Program Strategy**

- Set priorities for program growth, scale, and improvement (i.e., curriculum refinement; model replication; industry focus) as a part of the organization's regular strategic planning.
- Develop new program models or offerings to meet the needs of school and business partners in the current context of New York City.
- Ensure all existing and new opportunities remain true to PENCIL's mission, theory of change, and expertise.
- Operationalize new opportunities to support the scale of PENCIL's work and impact.
- Create and monitor key performance indicators to ensure all programs are delivered at a high quality and embody the values of equity and access.
- Design recruitment strategies to ensure schools and students engaged in PENCIL's programs are those that are most in need of enhanced access and opportunity.

- Utilize annual evaluation results to improve program processes, design, and delivery.

### **Organizational Leadership**

- Provide effective and inspiring leadership to ensure all program team members embrace and model the mission and values of the organization.
- Hire, supervise and support Associate Directors within the program team.
- Ensure all program team members are equipped with the training, support, and information to both execute high quality, consistent programs as well as develop professionally.
- Monitor team capacity as aligned to program growth and new opportunities.
- Contribute to annual budget development to ensure resources and program expectations align.
- Engage as a thoughtful member of the leadership team by collaborating across departments, advocating for programming needs, and translating decisions and direction to program team members.
- Partner with the President and the CEO to represent PENCIL with external constituency groups, including the Department of Education, Department of Youth & Community Development and foundation partners.
- Ensure high visibility of program updates and progress for the full staff and Board of Directors.
- Serve as the staff liaison to the Board Programs Committee.
- Serve as the staff liaison to the Principal Advisory Group.

### **Program Implementation**

- Refine and monitor PENCIL's instructional design framework and curriculum for consistency across all program models.
- Ensure all School Partnership Programs are meeting school and business partner expectations.
- Ensure the Internship Program is meeting all targets and interns are trained and supported at the highest level.
- Support Associate Directors in the creation of their program implementation plans and timelines as well as troubleshooting and resolving any challenges that arise.
- Serve as the senior staff liaison to the Department of Youth and Community Development in the execution of PENCIL's Ladders for Leaders contract.
- Ensure that PENCIL's services are in compliance with all federal, state, funding, and city regulations, certifications, and contract requirements.

### **Thought Leadership**

- Contribute to the vision and agendas for high profile events/convening to share the impact of our work and garner new support such as Principal For A Day®.
- Utilize data from annual evaluation to drive research agenda in support of thought leadership products.
- Align internal findings with field-wide context to support scale of our models and programs through city and school infrastructure or peer organizations.

### **Requirements**

- At least 12 years of professional experience overall, with a minimum of five years supervisory experience.
- Experience developing organization-wide strategies and vision for program excellence while engaging and exciting staff, community partners, and Board Members.
- Strong relationship builder and communicator with experience leading diverse work teams.
- Passionate about PENCIL's mission and values.
- Experience collaborating as part of an executive team in strategic decision making.
- Demonstrated resourcefulness in setting priorities, assessing team capacity, and identifying necessary resources for success.
- Strong team management skills and the ability to provide supportive and constructive feedback.

- Strong and creative decision making and problem-solving skills.
- A desire and willingness to collaborate in an honest and transparent manner.
- Demonstrates integrity, strives for excellence in their work, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Prior experience in education and non-profit management.

**COVID-19 vaccination is required for hire.** The position is hybrid, but will be required to be in-office or in-person at times based on the work and team's needs.

### **COMPENSATION**

Salary for this position ranges from \$135,000-\$145,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or domestic partner and dependents.
- A retirement plan with employer matching.
- Commuter benefit and flexible spending plans.
- Professional development stipend.
- Annual paid time off for holidays, vacation and sick.
- Short and long-term disability and paid family leave.

### **TO APPLY**

Visit [PENCIL's Application Form](#) to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. **You may be just the right candidate for the role.**