



JOB DESCRIPTION

Kids Empowered By Your Support: Bridgeport, CT

Industry: Nonprofit Charitable Organization

Job Title: Program Director

Department: Operations

Reports to: Executive Director

FLSA: Non Exempt

Time Commitment: Full-Time

Location: Hybrid, CT

Organization Overview: KEYS envisions a world where every child has access to the transformative experience of studying and playing music regardless of circumstances. Since its founding in 2004, KEYS' objective has been to provide an essential part of the education that many Bridgeport school children are denied because of arts-starved school budgets and limited family financial resources. A well-rounded education, including Arts education, is an important means of breaking the cycle of poverty, and starts at the beginning of a child's education as an integral component of his or her childhood and adolescence. KEYS engages, challenges, and mentors children throughout their school years with free, one-to-one music instrument lessons in school, ensemble-based musical training on Saturdays, and through many workshops, summer programs and performance opportunities. By following a student and providing a free instrument to take home for daily practice, KEYS provides continuous exposure to the important benefits of a music education. We are proud of the success of our KEYS students after they graduate high school and continue to college or pursue a trade or work opportunities. The KEYS program positions students and interns for success in their future endeavors.

Primary Function of Position: Manage the day-to-day operations of Kids Empowered by Your Support (KEYS) program; Manage 35+ part-time music instructors; Communicate with teachers and parents.

The optimal person will have the drive and experience to automate the current program model, and work collaboratively with the Executive Director on implementing systematic processes and procedures to propel organizational growth.

The essential duties include but are not limited to:

Program Management

- Manage the daily activities of KEYS and general quality of the programs.
- Establish new school programs and oversee existing programs, visit schools and meet with school principals as needed.
- Manage the Saturday school-year program (student enrollment, faculty/intern/volunteer assignments, and all related communications).
- Manage the 4-week summer program (student enrollment, faculty/intern/volunteer assignments and all related communications).
- Plan and execute all aspects of program tracking
- Maintain the student waiting list; communicate to parents and schedule students for Saturdays/summer.
- Serve as the primary liaison between KEYS and Bridgeport partner schools.
- Coordinate with affiliated nonprofits to identify music opportunities for KEYS students and families.
- Manage program service agreements with partner organizations.
- Develop marketing, promotional and fundraising campaigns to ensure successful KEYS performance opportunities

Faculty/Staffing

- Work with and approve faculty concert music
- Work with faculty to determine how to represent their vision aligned with organizational goals
- Interview, hire and evaluate faculty as needed.
- Schedule and lead quarterly faculty meetings via Zoom
- Distribute regular communications to faculty, answer questions, and resolve any HR related issues.
- Collaborate with faculty to design KEYS concert space to best represent music concepts
- Determine intern (college) and volunteer (high school) roles to support Saturday and summer programs and interview and onboard those resources.
- Work with faculty to create layout and designs for internal and external communications
- Oversee faculty and interns budgeted hours and review and approve monthly invoices for payment.
- Review overall monthly financials, providing oversight of bookkeeper's work.

Qualifications

- Experience and/or a music background is a plus
- At least 5 years of administrative experience, with at least three years focused on spreadsheet management
- Understanding of the nonprofit sector
- Excellent research, analytical and organizational skills
- People management skills required
- Accounting
- Candidate screening
- Ability to work independently as well as collaboratively
- Ability to meet deadlines and prioritize
- Effective time management skills
- Detail-oriented
- Strong computer skills with working knowledge of Microsoft Office and Google Suite
- Must have a valid driver's license with an insurable driving record
- Knowledge of Federal and State laws and regulations
- Bilingual (Spanish) is a plus

Compensation and Flexibility: \$85,000 Per Year Flexible days

Application Process: Email your cover letter and resume to kscott@keysmusic.org Interviews will be arranged as soon as there are qualified candidates.

Americans with Disability Specifications Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to control objects, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.