



TITLE: Senior Program Manager

PROGRAM: The Center for Training and Professional Development

REPORTS TO: VP of Communications

BBBS of NYC's Center for Training and Professional Development helps professionals develop formalized mentoring programs. The Center also assists youth-serving organizations in developing, expanding, and improving their organizations and provides professional workshops to enhance personal and organizational goals. Our programming includes The Mentoring Supervisor Certificate Program, Professional Development Workshop Series, and customized training for corporate & community-based organizations.

RESPONSIBILITIES:

The Senior Program Manager is responsible for managing, coordinating, developing and supervising all program components of the Center for Training and Professional Development. This includes the oversight and direction of the daily operation of total program including facilitation, scheduling, identifying and securing speakers and consultants, recruiting attendees, and conducting evaluations.

The Senior Program Manager will:

- Co-design and deliver calendar of programming on a tri-semester basis, including in-person trainings and webinars.
- Recruit, screen, and schedule consultants.
- Organize and market professional development workshops.
- Collect and analyze workshop evaluation tools and make recommendations for improvements.
- Manage external partnerships, both seeking new partnerships and sustaining existing partnerships with outside organizations.
- Develop and maintain relationships with key stakeholders, thought leaders, and strategic partners in the mentoring and youth development field to stay abreast of relevant trends. Collaborate with other youth development and training organizations to expand resource and referral network.
- Develop and execute communication strategies to reach, attract, and engage participants.
- Act as an internal resource for all agency staff, providing and supporting internal expertise in mentoring best practices through professional development, newsletter content, and more.

- Contribute to the development of funding proposals and reports.
- Manage special projects and perform other related duties as required.

QUALIFICATIONS:

- Bachelor's Degree required, advance degree preferred.
- Track record of success in design and delivery of curriculum and workshops.
- Dynamic and engaging professional with superior organization, communication, public speaking, presentation and facilitation skills.
- Experience working with key stakeholders supporting youth.
- Demonstrated ability to prioritize and to manage multiple projects, manage expectations and complete deliverables in a timely manner with exceptional attention to detail.
- Communicates well with diverse groups of people; ability to work effectively with adults and youth.
- Demonstrated commitment to the power of mentoring.
- Ability and willingness to work weekday evenings and select weekends.

HOW TO APPLY:

Please submit your resume and cover letter to bbbsresume@bigsnyc.org . Please include in the subject line "Senior Program Manager, Center for Training and Professional Development". Resumes submitted without a cover letter will **NOT** be reviewed. No phone calls please.