



Position: Program Development Director

Employment Type: Exempt. Typical onsite schedule of 9:00 am - 5:30 pm with some required evenings and weekends

Reports to: Executive Director

Salary: \$60,000-\$65,000, employee medical and dental benefits, generous paid leave, access to retirement plan

Mission: The Duluth Community School Collaborative promotes wellbeing and success for Duluth Public Schools students and families by co-creating, celebrating, and mobilizing for equitable educational experiences.

Vision: Students and families flourish in connected schools and communities.

Purpose: The Duluth Community School Collaborative (DCSC) is seeking a dedicated and equity-driven Program Development Director to lead and support Full-Service Community School (FSCS) programming at three Duluth Public Schools (DPS) Community Schools: Myers-Wilkins Elementary, Lincoln Park Middle School, and Denfeld High School. This primarily school-based leadership role focuses on the collaborative implementation of community school strategies that address the academic, social, and emotional needs of students and families. The Program Development Director will work with a highly committed team to increase access to comprehensive, culturally affirming learning and enrichment opportunities; promote student engagement and connection to school and community; improve attendance and academic achievement; and strengthen programs that support student and family wellbeing, basic needs and protective factors.

Essential Job Functions:

Program Development, Support, and Implementation - est 60%

- Assist the Executive Director and school-based teams to carry out DCSC's strategic vision through community school programs and activities, including afterschool and summer programs, health supports, and in-school community resources
- Collaborate with school-based teams to set goals based on the full-service community school model, develop systems to collect and share evaluation data, and lead comprehensive program evaluations efforts using tools such as surveys, focus groups, and M3 (Making Meaning from Multiple Data Sets)
- Work with school-based team to adapt program offerings to respond to evolving needs, availability of resources, and partnership opportunities
- Work with the school-based team to maintain an accurate database of program activities and outcomes
- Provide regular program reporting to DCSC Executive Director, DCSC Board of Directors, and Site Leadership Teams at schools/district (composed of parents, students, school staff, and community partners)
- Ensure that programs abide by DCSC and DPS policies and procedures and align with the Full-Service Community School model
- Work closely with school staff and community to facilitate strong school/community connections, support the integration of services and communication among organizations and individuals involved in DCSC activities, and ensure alignment of services with the goals and objectives of DPS
- Assist Executive Director in determining budget priorities
- Assist Executive Director in maintaining grant calendar and provide input for proposals
- Support program staff with logistics such as registration, snacks/meals, or partner supervision, including direct participation in day-to-day program operations when there is inadequate staff capacity due to transitions, absences, or other reasons

Staff Supervision - est 20%

- Celebrate and value the diverse lived experiences and professional expertise of staff, and foster an inclusive environment where all contributions are recognized and respected

- Provide daily support, constructive supervision, and feedback to staff
- Provide feedback to the Executive Director for staff evaluations and recommendations for professional development
- Assist Executive Director to recruit, hire, and onboard seasonal employees
- Lead team meetings and work closely with staff to ensure that DCSC programs align with full-service community school model

Community Outreach - est 20%

- Assist the Executive Director in fundraising, marketing, and communication efforts when necessary
- Collect and share program impact stories in partnership with youth and families
- Attend all DCSC Board meetings and FSCS District Meetings to report on programs to ensure alignment of DCSC services with mission, goals, and objectives
- Assist the Executive Director and Volunteer Coordinator to build and maintain partnerships with youth-serving organizations, as well reduce duplication of services

Job Qualifications:

- Bachelor's degree in youth development, education, human services, or related field
- Minimum 5 years of experience in youth development and/or education field
- Minimum 2 years of supervisory experience with strong problem solving and collaborative skills
- Commitment to the mission, goals and organizational values of the Duluth Community School Collaborative
- Experience/knowledge of full-service community schools is beneficial
- Demonstrated commitment to ongoing development of personal/professional antiracism through involvement in antiracism workshops, organizations, community leadership, and/or personal experience
- Responds constructively to change and uncertainty, supporting staff through transitions with reassurance and flexibility
- Guides and empowers staff through encouragement, coaching, and shared learning
- Listens attentively and without judgment, ensuring staff feel heard, valued, and understood
- Demonstrate success in developing and managing program budgets
- Ability to analyze multiple data sets and communicate trends
- Experience utilizing databases and/or spreadsheets to track program activities and outcomes
- Experience with developing digital presentations is beneficial but not required
- Excellent organizational and communication skills (written and oral)
- Demonstrated ability to organize meetings, events, and programs
- Commitment to working in-person with young people and staff on a daily basis
- Ability to travel to multiple locations in Duluth, including possession of a valid driver's license and insured, reliable vehicle

To apply, send a cover letter and resume to apply@duluthcsc.org. Applications close at the end of the day on Monday, November 24.

It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. We seek to continue to grow a diverse, highly committed, skilled, and collaborative staff.