

POSITION POSTING

POSITION TITLE: Minority Professional Leadership Development Program Manager
SUPERVISOR: Vice President, Academy
POSTING DATE: February 27, 2019
EXPIRATION DATE: April 12, 2019
SALARY RANGE: Negotiable

GENERAL DESCRIPTION

Under the supervision of the Vice President of Spaulding Academy, the Minority Professional Leadership Development Program Manager is responsible for meeting the goals/objectives as laid out in the project's approved annual work plan. The Program Manager will work in close collaboration with Spaulding staff and consultants involved with this program as well as the collaborating agencies that are part of the AdoptUSKids (AUSK) grant. The Program Manager will oversee all aspects of the program to ensure that the fellowship runs smoothly, the evaluation can take place, information gained from the Action Research Projects are disseminated and alumni are provided with learning opportunities throughout the year.

PRINCIPLE RESPONSIBILITIES

Management and Oversight of the Minority Professional Leadership Development Program

- Oversee the daily operation of the project
- Lead the process for selecting and notifying fellows
- Coordinate and facilitate the in-person meetings
- Monitor the program work plan and ensure tasks are conducted according to the timeframes
- Develop program reports including Semi Annual Reports and annual work plan
- Conduct training for mentors and ensure they have the support and information needed to successfully mentor fellows
- Oversee consultants working on the project
- Monitor the budget on a monthly basis
- Become an active member of the Collaborative Leadership Team of AdoptUSKids
- Participate in AdoptUSKids conference calls and meeting
- Meet with the AdoptUSKids Director and keep him/her comprised of all work being done with the program
- Seek approval from AdoptUSKids and the Children's Bureau as needed

Work with Fellows to Ensure Completion of the Fellowship

- Meet with the fellows via phone on a bi-monthly basis regarding their Action Research Projects and to provide coaching on leadership
- Provide consultation and technical assistance to the fellows on their Action Research Projects
- Problem solve issues that arise making it difficult for fellows to complete components of the fellowship
- Assist fellows to prepare for their presentation on their Action Research Project
- Monitor the fellow's progress and work with those who are falling behind schedule
- Assist in facilitating the mentoring relationship between the fellows and their mentors
- Work with fellows to disseminate finding from their Action Research Projects

Coordinate the Alumni Association

- Act as liaison to the alumni association
- Develop learning opportunities for the alumni association
- Engage alumni association in the program as mentors, speakers, etc.
- Develop and maintain the on-line space for the alumni to connect and network

QUALIFICATIONS

- Master's degree in social work or related field
- Five years of experience in child welfare or social science research
- Knowledge of implementation science
- Experience in program management
- Demonstrated leadership skills
- Proficiency with Microsoft Word and Microsoft Excel
- Excellent organizational skills and ability to provide attention to detail
- Ability to handle multiple assignments
- Ability to work independently and be self-directed
- Excellent interpersonal and writing skills
- Experience coaching and/or mentoring staff preferred

If interested in this position, please submit a resume and cover letter to the HR Director
Spaulding for Children
16250 Northland Drive, Southfield, MI 48075
Attn: Jamie. R. Bozarth
jbozarth@spaulding.org

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