



Title: Center Program Manager (On-site)

Position Reports To: Deputy Director of Programs

Customary Schedule:

- 10:00 AM - 7:00 PM, Monday - Friday
- 9:30 AM - 1:30 PM, every other Saturday during the school year
- Summer schedule changes to a Camp Director's schedule

Salary Range: \$64,000 - \$70,000 + Generous Benefits Package (Medical, Dental, Unlimited PTO)

Description: The Center Program Manager at Destiny Arts Center oversees the planning, development, implementation, and evaluation of Destiny Arts Center-based programs within the center. They play a pivotal role in ensuring the effective delivery of programs aligning with the organization's mission and goals.

Join a community of deeply committed teaching artists, arts administrators, families, and partners dedicated to the power of the arts to inspire and ignite social change. Destiny Arts Center, a national leader in creative youth development, is seeking a strong arts education leader to join our team.

Destiny Arts Center's mission is to inspire and ignite social change through the arts. For 35 years, Destiny Arts Center (DAC) has served as a cultural institution and artistic home for thousands of Bay Area youth and their families. DAC is committed to supporting young people as they develop their skills as artists, leaders, and advocates for peaceful, powerful, and creative communities.

Responsibilities:

Program Development and Management

- Develop, implement, and oversee various programs, ensuring alignment with the organization's mission and strategic objectives.
- Manage DAC class registration calendar and system
- Collaborate with stakeholders to design and update program content, curriculum, and resources.
- Manage program budgets, allocate resources appropriately, and ensure financial sustainability.
- Collaborate with the Art Center Coordinator to plan and implement DAC's Summer Camp.
- Serve as Camp co-director at DAC's Summer Camp along with the Art Center Coordinator.
- Oversee Programs Assistants and Counselors during DAC's Summer Camp.
- Plan and coordinate DAC culminating events and showcases for the Center programs.

Team Leadership and Development:

- Lead, motivate, and supervise program staff and volunteers, fostering a collaborative and positive work environment.
- Provide guidance, training, and professional development opportunities to enhance the skills and knowledge of the program team and teaching artists.
- Lead the recruiting and hiring of teaching artists and program staff. Provide periodic assessments and performance evaluations to the team.
- Ensure teaching artists and support staff are meeting employment expectations.
- Address personnel issues in partnership with the Deputy Director of Programs.

Community Engagement:

- Foster relationships with community partners, stakeholders, and funders to enhance program outreach and collaborations.
- Represent Destiny Arts Center in various community events, meetings, and conferences to advocate for the organization and its programs.
- Plan and produce student and family orientations at the beginning of each session with the support of the program team.

Program Evaluation, Reporting, and Database Management:

- Work with the Evaluation and Learning Manager to establish and implement evaluation mechanisms to assess program outcomes and impact on participants.
- Generate regular reports on program performance, outcomes, and recommendations for improvement.
- Use evaluation results to make data-driven decisions and enhance program effectiveness.
- Manage support program staff who interface with relational database systems on program participants, fee payments, contacts, and donors. Includes ensuring an updated email list of all active students and caregivers.
- Supervise data entry on program participants' billing and fee payment.
- Produce reports and update the database as needed.

Communication and Marketing:

- Work with the Communications Manager to ensure an adequate publicity strategy for DAC events, classes, and summer programs through various channels, including social media, newsletters, and community outreach events.
- Collaborate with the marketing team to develop promotional materials and communicate the organization's mission and program.

Compliance and Quality Assurance:

- Ensure compliance with relevant laws, regulations, and policies governing program activities.
- Maintain program quality and strive for continuous improvement through feedback and evaluation.

Skills and Experience:

- Bachelor's or Master's degree in a related field (e.g., Social Work, Education, Arts Administration).
- At least 3 years of previous experience in program management, preferably in a non-profit or community-based organization
- Experience managing interdisciplinary teams and volunteers
- Experience working with a diverse population
- Strong leadership, organizational, and communication skills.
- Ability to work collaboratively and build effective relationships with diverse stakeholders.
- Passion for arts, youth development, and community engagement.
- Comfortable with multi-tasking in a fast-paced environment with frequent interruptions and short deadlines, and sometimes a high degree of pressure.
- Availability to work with some flexibility for occasional evening or weekend events.
- Intermediate knowledge of databases.
- Intermediate Excel, Word, and PowerPoint skills.
- Live Scan
- Negative TB Test.
- Spanish speaking preferred but not required
- Excellent oral and written communication skills
- Reliable, personal transportation is preferred but not required

How To Apply:

Interested applicants should submit a resume and cover letter by email to careers@destinyarts.org (include "Center Program Manager" in the subject line). Please note we will review applications on a rolling basis. The position will remain open until filled. Multilingual, people of color, and LGBTQ2S candidates are encouraged to apply. Employment will be contingent upon negative TB Test and Live Scan clearance.

Environmental Conditions:

The environment within the workspace is clean, well-lit, and free from extremes of temperature and humidity. At times, the incumbent will be required to go outdoors and into various parts of the facility, subjecting them to variations in temperature and humidity.

This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change, or be eliminated. Management reserves the right to revise the responsibilities or to require other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

Please refer to the official Destiny Arts Centers' website or contact their HR department for the most up-to-date and accurate job description for the Center Program Manager position.