

YOUNG INVINCIBLES

Organization Young Invincibles	Date June 2018
Position Title Senior Director of Program	Location Washington, DC

About Young Invincibles:

Young Invincibles (“YI”) is a non-profit, non-partisan advocacy organization working to expand economic opportunity for young people ages 18 to 34 and to amplify their voices in the national political conversation and policy arena. Founded by and for young adults in the summer of 2009 during the debate over health care reform, YI has quickly grown into a leading voice for young people on the issues of health care, higher education, employment and civic engagement. The organization has achieved major successes in areas ranging from the regulation of college health plans to Pell grants, and has successfully engaged hundreds of thousands of young adults online through a network of over 100 partner organizations. Our regional offices (California, Colorado, Illinois, New York, and Texas) have increased grant aid for low-income college students, expanded funding for community colleges, and ensured undocumented students can access in-state tuition.

Position Description:

YI seeks a Senior Director of Program to lead the organization’s comprehensive programmatic strategy and execution. She/he/they are responsible for the direction, management, integration, and administration of all aspects of YI’s program, encompassing: federal and state policy analysis, research, and advocacy; youth development, training and outreach; consumer education and communications on issues related to higher education, health care, workforce and finances and civic education. This position is an exciting opportunity for an experienced advocacy campaign and people manager to serve on the executive team of a rapidly-evolving, dynamic and mission-driven nonprofit, manage a large portfolio of national and regional advocacy and training efforts, and engage with an amazing team, board members, funders, coalition partners, government officials and young people to help bring about lasting social change. An understanding of diversity, equity and inclusion is critical to the success of this role, and candidates should be able to articulate how that understanding would shape his/her/their approach to this work.

This position reports to the Executive Director.

Key Responsibilities:

- Lead a holistic program across YI’s functions and regions; provide leadership and strategic direction to YI program staff; lead planning around issue areas and grants that integrates policy work on federal and state levels and knits consumer education efforts and trainings with public policy advocacy goals.
- Develop and implement long-term goals and objectives to achieve the successful realization of the organization’s mission and strategic plan; plan program activities

- to meet goals; develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement; share evaluation findings with the Executive Team and/or Board of Directors, recommending enhancements to the program, as appropriate.
- Manage team of highly skilled directors -- including government relations, policy and research, communications, outreach and organizing, and consumer education and training.
 - Work closely with regional directors and teams to build advocacy efforts in an integrated and strategic fashion.
 - Liaise with executive team, directors, staff and young leaders and volunteers to ensure effective and efficient program delivery; solicit input to improve the program, and iterate strategically.
 - Build support for YI's program by representing YI to external stakeholders, including but not limited to partner organizations, government officials, the media, constituents, funders and YI's board of directors.
 - Develop new initiatives to support the strategic direction of the organization.
 - Collaborate with Senior Director of Finance & Operations on an annual budget, and operating plan in support of the overall program; monitor and approve all budgeted program expenditures and ensure that the program operates within the approved budget; ensure that resources are leveraged effectively across departments and regions efficiently to achieve programmatic goals and objectives.
 - Collaborate with Senior Director of Development to develop funding proposals for the program to ensure continuity and consistency across efforts; write and/or review reports on the program for management and for funders.
 - Ensure program activities operate within the policies and procedures of the organization; ensure that program activities comply with all relevant legal, professional and funder standards; develop policies and procedures as needed.
 - Actively develop YI's staff, in service of the organization's mission to develop the next generation of leaders.
 - Ensure that all program staff receive an appropriate orientation to the organization and the programs; provide and/or facilitate retraining to staff as appropriate.
 - Work with executive team to update the performance management process for all program staff in accordance with YI policies.
 - In consultation with department heads, the Director of HR & Operations and the Executive Director, recruit, interview and select well-qualified program staff.

Qualifications:

- Minimum 10-12 years' experience in organizing, policy advocacy, and/or legislative work.
- Energetic, flexible, collaborative, creative and proactive; a team leader who can positively and productively impact both strategic and tactical campaign initiatives.
- Excellent management intuition, significant experience managing a number of full-time staff with diverse levels of expertise; strong mentoring and coaching experience.
- A personal and professional commitment to advancing diversity, equity and inclusion in the workplace and our society at large.

- Exceptional written and oral presentation skills; the ability to effectively interface with senior management, staff, YI's board of directors, funders, coalition partners and the media.
- Experience facilitating organizational change and development within a growing organization.
- Exceptional political instincts, strong negotiation and conflict resolution skills, sharp strategic and critical thinking skills; ability to grasp the nuance of policy positions and their interaction with political strategy.
- Must be well-versed in the political process and understand how to combine policy, research, communications, organizing and digital tools for maximum impact.
- Able to deliver a high level of impact across multiple complex projects and campaigns simultaneously.

Work Requirements:

- Most days the Senior Director of Program will work in an office environment, but the mission of the organization may sometimes take him/her/them to regional offices, events and/or conferences.
- The Senior Director of Program will work a standard work week, but may be required to work some evenings and weekends to monitor and/or attend program activities.

Benefits:

Comprehensive benefits package, including medical, dental, & vision coverage, company funded HRA plan; 401K retirement, life insurance, generous vacation, etc.

How to Apply:

To apply, please send a resume and cover letter to resumes@younginvincibles.org and write "Senior Director of Program" in the subject of email.

Young Invincibles is an equal employment opportunity employer and strongly encourages diverse candidates to apply. Young Invincibles does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.