



Position Title: Director of Program
Preferred Start Date: January 3, 2022
Location: Chicago
Role Type: Hybrid In Person/ Remote

To support our ambitious plans for student growth with a focus on social emotional learning, the Wood Family Foundation is looking to add a new Director of Program to our team. As a member of the Executive Leadership Team, the Director of Program will be primarily responsible for working closely with the Executive Director to lead the Pitch In middle school program at four schools in North Lawndale, Humboldt Park, and our expansion plans into Englewood for the school year 2023.

How do you apply to join us?

Submit a tailored cover letter and resume to careers@woodfamilyfoundation.org. Please make sure to include the name of the role in the subject line. We will review applications on a rolling basis, and highly interested applicants are encouraged to by November 15, 2021. Applications submitted directly on LinkedIn or Indeed will not be considered.

About Wood Family Foundation-Pitch In!

Despite the curveballs that life circumstances may throw, everyone deserves a chance to reach their full potential. The Wood Family Foundation facilitates collaborative relationships between school partners and families that provide support and opportunities to empower students to succeed in middle school, high school and beyond. The Wood Family Foundation's premiere program, Pitch In, is a middle school model that employs high-quality mentoring relationships and exposure to unique experiences to ensure that our 4th-9th grade students develop the academic and social-emotional skills, mindsets, and agency necessary to transition to high school successfully.

WFF is committed to creating an inclusive workplace that promotes, values, and encourages diversity. At the heart of the organization, WFF seeks to foster an environment diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective.

Why do we do this work?

Many of our students in CPS encounter a stark transition to high school following their K-8 school experience, and we know many of them would otherwise succeed when given access to build their toolkit of the necessary knowledge, skills, and mindsets in a new and fast-paced high school environment. According to studies by the University of Chicago Consortium on School Research (UCCSR), ON TRACK students are more than 3.5x more likely to graduate from high school in four years than their off-track peers. Our work at Pitch In leverages this indicator as a more accurate predictor of high school graduation than students' previous achievement, test scores, or any additional differentiators.

How is the Wood Family Foundation - Pitch In a solution?

Pitch In works in close collaboration with our school partners and respective communities to provide a tailored social-emotional experience, high-quality mentoring relationships, exposure to unique experiences, rigorous academic support, and daily in-school adult champions in order to ensure our students transition to high school and complete their first year successfully. This school year, we will serve nearly 225 students in the 4th - 9th grades at



four school sites in the North Lawndale and Humboldt Park communities. While we continue to support our current students to achieve strong academic outcomes, our small and talented team continues to work hard to build out and execute on a strategic plan that will allow us to serve even more students in the years to come.

Key Responsibilities

- ❖ **Manage a team** of 3-6 school Program Managers/ Site Leaders and manage pertinent multiple organizational initiatives.
- ❖ Set the overall **vision and direction** for our Pitch In community-based social emotional learning and middle school program in collaboration with the Executive Director.
- ❖ **Build transformative relationships and community rooted in empathy and compassion** that yield a HIGH PERFORMING TEAM. This relationship serves as the foundation for setting and maintaining high expectations that will produce an amazing program for our students.
- ❖ **Oversee the Pitch In Community** at all four school sites (and growing) to ensure all students meet aspirational program goals.
- ❖ **Build relationships with school and community stakeholders** in order to ensure our program strategy aligns with school and community priorities.
- ❖ You are always thinking about the STORY OF IMPACT by leveraging (and creating) **enduring operations and sustainable systems** that provide evidence of significant student outcomes.
- ❖ You desire and are committed to **consistently and actively learning**, this serves as an exemplary model for Pitch In staff and especially the program team.

Where will the DoP spend their time?

- ❖ The DoP will spend most of their time at our four school sites in Humboldt Park and North Lawndale.
- ❖ They will also work closely with the Executive Director doing external/internal and strategic planning work.
- ❖ Pitch In Program Managers lead our middle school/after-school program; their hours are non-traditional. We have a flexible work culture on our team. Your work hours will also vary from 10:30 am-6:30 pm. You also have the flexibility to work some evenings and weekends.
- ❖ This is a full-time school and community based position, and we are providing in-person service this 2021-2022 school year.

Ideal Candidate

The ideal candidate will be first and foremost committed to Wood Family Foundation's mission and the visionary evolution of its next level of impact. While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- ❖ You deeply believe in our mission and the potential of *every* student, our schools, and community.
- ❖ You are committed to making consistent progress and/or are interested in deepening your liberatory consciousness in order to build your own social awareness and understanding of systemic inequities, all to be actively anti-racist and to deepen these commitments within your students.
- ❖ You enjoy and have *at least five years experience* working with middle school students (ages 9-15) with evidence of results.
- ❖ You enjoy leading a small team of adults, and have experience doing so successfully, with evidence of



- results, for at least three years.
- ❖ You have demonstrated skill and experience communicating with cultural competence to various stakeholders and diverse audiences.
 - ❖ You demonstrate exemplary *executive functioning* skills in your daily work (i.e. organization, communication, planning, and execution).
 - ❖ You thrive in and enjoy being part of a small, super collaborative team, “laying the tracks while the train is moving.” You are enthusiastic about helping us chart the course, and not afraid to take risks.
 - ❖ You enjoy project management and are able to manage multiple stakeholders and projects simultaneously, delegate across to peers and up to managers, and influence others to join our mission.
 - ❖ You operate with a high level of personal responsibility, optimism, and resilience.
 - ❖ You love to have fun, are cheerful in spirit, and have a sense of humor.
 - ❖ You are innovative, creative, and resourceful in tapping into the power of your own network and connections to directly serve Pitch In school partners and communities.
 - ❖ As a transformative social emotional learning program, the expectation is that every WFF - Pitch In staff member engages in the development and modeling of a strong SEL foundation as a practitioner/facilitator of this work. This aspiration is integrated within every pillar of this role and for that reason will not stand in isolation because it is deeply rooted into the mission and vision of who we are and what we do.
 - ❖ You have *at least five years experience* living in and/or working in the Chicago communities we serve.
 - ❖ You have *at least three years experience* managing a team of adults.
 - ❖ A bachelor’s degree is highly preferred.

Based on the breadth and depth of experience a candidate possesses, WFF offers a Director of Program a starting base salary of at least \$75,000 annually, along with competitive medical, dental, and vision benefits. We also offer an initial ten days of paid time off, an additional ten sick days, fourteen staff holidays, generous leave policies, and a flexible and human-first work culture. Finally, as we grow, we encourage staff to constantly seek out professional development opportunities to hone their practice and skill sets, and we allocate an annual budget to fund these experiences as an organization, all to increase our team-wide learning and growth.

How do you apply to join us?

Submit a tailored cover letter and resume to careers@woodfamilyfoundation.org. Please make sure to include the name of the role in the subject line. We will review applications on a rolling basis, and highly interested applicants are encouraged to by November 15, 2021. Applications submitted directly on LinkedIn or Indeed will not be considered.

WFF is committed to creating and maintaining an inclusive workplace that promotes, values, and encourages diversity. At the heart of the organization, WFF seeks to foster an environment diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective. The policy and intent of WFF is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age.