



**Director, Youth Development Programs**

Job Description (Stanford Job #31084)

July 1, 2008

The John W. Gardner Center for Youth and Their Communities (JGC) in the School of Education at Stanford is a leader in the field of community youth development and is unique in its commitment to both academic rigor and collaboration with community partners. JGC seeks a Director of Programs to provide overall leadership and oversight of all JGC program initiatives and community partnerships. This person will supervise a team of professionals who manage various JGC initiatives and are responsible for practitioner toolkit development and community partnerships. The Director will also be part of the JGC leadership, working with other Directors and the Manager of Finance and Communications to ensure coherence, alignment and long term sustainability of the organization.

The Director of Youth Development Programs serves as the John W. Gardner Center's lead staffer overseeing all aspects associated with co-development of programs and associated toolkits/curricula and all community partnership initiatives. The Director will supervise a team of program staff and will be responsible for:

1. Overall leadership and stewardship of JGC Community Youth Development programs, community partnerships, both existing and those yet to be developed.
2. Overseeing the development of professional development, toolkits, curricula and program guides/frameworks resulting from JGC initiatives.
3. Creating a strong, cohesive and collaborative Programs Team that supports team members' collective and individual work in partner communities.
4. Working in partnership with the JGC Leadership Team—the Executive Director, Research and Youth Data Archive Directors, and the Manager of Communications and Finance—to provide vision and strategic thinking to ensure that all aspects of JGC work are aligned and coherent and are in accordance with JGC mission, vision and strategic plan.
5. Supporting resource development, through grant writing and other fund development activities, to secure resources for full implementation of JGC Programs.

45%: Conceptualize, direct and support strategic planning and implementation of JGC Programs and community initiatives in multiple communities, primarily, but not exclusively, across San Mateo and Santa Clara Counties. Responsibilities will include:

- Supervise and develop a strong and united team of 6-8 professionals/program managers who are responsible for implementation of JGC community initiatives
- Conceptualize avenues and develop structures, in collaboration with all JGC staff and researchers, for integrating all JGC initiatives with one another, ensuring cross-initiative coherence that is aligned with the JGC research agenda
- Oversee the Programs Team to provide capacity-building support and technical assistance to community partners.

- Provide oversight, coaching and facilitation for JGC workshops, presentations and other professional development activities
- Be an active member of key policy collaboratives (e.g., Redwood City 2020, the Coastside Community Schools Partnership, among others) and other community meetings where JGC presence is needed

35%: Provide overall leadership and direction with regard to the development of CYD toolkits, curricula, guides, practitioner briefs, and other publications and oversee piloting these resources regionally and disseminating them broadly:

- Supervise and coach a team of JGC Program Managers in their development of new and enhancing existing toolkits, curricula, etc.
- Oversee the dissemination of resources (curricula, toolkits and technical assistance) that emerge from JGC initiatives
- Monitor the ways in which JGC tools are being used in multiple settings locally, regionally and nationally
- Develop plans for and monitor the transfer of JGC-developed programs becoming embedded in community partner systems and practices
- Develop plans and provide oversight of a JGC technical assistance strategy for Bay Area communities wanting to learn about and implement CYD strategies and approaches

20%: Serve as member of JGC's Leadership Team and contribute to organizational development of the Center:

- Develop agendas, facilitate and participate in staff meetings and retreats
- Develop processes, tools, and products that provide guidance and advice to the future direction of the Center
- Secure funding for JGC Programs through grant writing and other fundraising modes

#### Qualifications:

Due to the collaborative nature of our work, both internally and within partner communities, and given the amount of co-development of programs, policies and research in which the JGC is engaged with a wide range of stakeholders, the YD Program Director must be highly flexible and adaptable, while possessing the ability to be structured and analytical and be equally opportunistic as she/he is strategic. A Masters Degree in a relevant field (education, evaluation, youth development, public health, public policy) is required, and a Doctorate Degree is highly preferred. Strong background and experience in the field of youth development and community building are required, and the ability to contribute and support the overall JGC research agenda is expected. Experience with university-community partnerships is highly valued, as well. The following are additional, critical requirements:

1. Demonstrated writing ability and track record in developing and securing grants, preparing program and/or policy briefs and evaluation reports are required.
2. Supervisory experience within an educational setting or a youth development institution and the ability to develop a unified, collaborative professional team
3. Experience developing and implementing public policy (or as a policy maker) at a community level

4. Expertise in professional development and training and experience with instructional design, curriculum development
5. Strong analytical skills and experience with program evaluation

The candidate must have strong interpersonal and collaboration skills in working with researchers and practitioners as well as organizational skills that demonstrate her/his ability to handle multiple tasks, timelines and priorities in a team environment. Overall, the candidate should demonstrate excitement to work across academic disciplines and community sectors.

The successful candidate will have at least ten years relevant experience.

Start Date:  
Immediate