



Writers in the Schools

Since 1983, WITS has placed professional writers in the classroom with educators to teach students the craft of writing, developing their creativity and critical thinking. WITS takes seriously its obligation to the community, providing writing workshops and public readings at parks, libraries, hospitals, and community centers for youth and families. Creativity prepares children for the future. Through WITS, **65,000** students and educators in over **400** Houston classrooms plant their own stories each year. Students, writers, WITS staff and community members join together to strengthen the literary arts community within Houston and beyond. .

Job Description - Managing Director of Program Team

Writers in the Schools seeks a Program Team Managing Director to lead and set the vision for our program year. Reporting to the Executive Director, this leader will serve as a trusted partner and an integral member of the Leadership Team. The Program Team leader will drive the mission-critical function of leading the program team which develops and manages all writer engagements with schools and communities. Both a wordsmith and a clear oral communicator, the ideal candidate is a transformational change agent with an experienced lens for equity-minded solutions, a deep belief in the power of creative thinking, a respect for the arts in its many forms, and a passion for educational equity for all children. A strategic thinker able to see the big picture, this leader has exceptional communication skills, high EQ, an understanding of group dynamics, a facility for creating systems to move the work forward transparently and equitably, and an understanding of data-informed solutions. Experience within the school system at the campus or systems level preferred. Bachelor degree required. Master's degree preferred. YEARS OF EXPERIENCE: Minimum 10+ years of professional work experience, with a successful track record of managing and nurturing the development of rising and veteran leaders. **ALL INTERESTED CANDIDATES SHOULD SUBMIT RESUMES TO JANETTE HENDRIX @ JHENDRIX@WITSHOUSTON.ORG**



Job Title: Managing Director of Program Team

Exempt/Nonexempt: Exempt

Hours: 40

Reports To: Executive Director

Manages: Program Team

Board Committee: Education

Benefits and Compensation:

- 22 days of PTO, 12 paid holidays, and a flexible/hybrid schedule
- WITS provide medical (PPO), dental, vision, short- and long-term disability, life, and AD&D insurance, with WITS covering over 90% of the costs of the insurance package

Salary Range 2020-2021: \$73,000 to \$88,000

Objective/Overview/Purpose

How does your position fit in with the mission and vision of the organization

1. The Program MD works in tandem with the Executive Director and Associate Director to set the vision for the program year at WITS.
2. The Program MD works in tandem with the WITS Staff to ensure equity and justice principles thread through and guide WITS' hiring and training practices; WITS' teaching and learning philosophies; and WITS' community partnerships.
3. The Program MD manages, supervises and supports a team of 5 including the Directors, Program Managers, and Program Associates.
4. The Program MD creates and supports relationships with schools, community partners, and educators.
5. The Program Director designs and implements tuition-based programs to pilot new programs and support the organization revenue line.

Duties/Responsibilities

Schools

- Create, maintain, and support school-based relationships
- Oversee the staffing of school programs with writers
- Oversee the scheduling and facilitation of Program Meetings at campuses and community sites, including also assigning Program Managers to lead and/or support at Program Meetings
- Oversee the support of Directors and Program Managers with the Planning Meeting process; both the Education Director and Program Director will lead and/or support Planning Meetings as needed and as determined by scheduling and the Program Team's availability
- Respond to school needs by working with program managers to create pedagogical approaches
- Support Associate Director and Accounting Manager with contracts, invoicing, and program report updates
- Collaborate and support the Development team implementing current grants and strategize for upcoming grant proposals

Community Partners

- Create, maintain, and support community partnerships
- Oversee the staffing of community partnerships with writers
- Respond to community needs by working with program team to create pedagogical approaches, innovative teaching
- Support Associate Director and Accounting Manager with contracts, invoicing, and periodic program report updates
- Work in tandem with Development Director to find funding, support proposal writing, collaborate on grant-funded projects

Hiring and Training

- Lead hiring plan for WITS Writers
- Establish thorough on-boarding process for new instructors at Creative Writing Camp and fall hiring cycle
- Support training plan for new and veteran WITS Writers
- Lead hiring plan for tuition-based programs
- Work with Program Managers to support their development of youth programming, including Emerging Writers Fellowship, Bayouth, Meta-Four, and Youth Poet Laureate

Tuition-Based Programs

- Lead CWC administration, including enrollment; supporting Marketing Team; CWC course design and development; and working with administration partners (e.g. SLC, campus administrators, etc.)
- Support site supervisors and other campus administrators with logistics and operations; human resources; and responding to parent/client concerns
- Lead other summer programs, including UH-D, Duchesne, and JCC
- Utilize summer programs as onboarding experiences for new writers, training veteran writers, or training for Emerging Writer Fellows

- Lead community-based summer programs sponsored by United Way
- Coordinate summer programs hiring so that programs feed and support each other, particularly to pilot new ideas, energize students, teachers, and parents, and move the organization forward

Information

- Train Program Team on data management best practices
- Support Program Associates on data entry best practices
- Push organization toward technology that will facilitate the Placement Team's best work (in other words, if a platform no longer meets our needs, let's move on to the next one)
- Support Development and Marketing Teams by directing them toward relevant program information

** WITS is an equal opportunity employer. WITS' policy prohibits unlawful discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy, age, sexual orientation, gender identity or expression, national origin or ancestry, physical or mental disability, genetic information or any other consideration protected by federal, state or local law.*

