

Position: National Program Director

Reports to: Chief Operating Officer

Hours: Full time

THE ORGANIZATION

Book Trust is a national early literacy 501(c)3 organization with the mission of engaging every child in book choice and ownership, cultivating literacy-rich communities. Book Trust's vision is for every child to discover the joy and power of reading to create limitless possibilities. In the 2018-2019 school year, Book Trust is poised to provide 1 million+ books to 57,000 students. We collaborate with Scholastic Publishing, Title 1 School Districts, and Teachers to deliver our program in 21 states across the country.

POSITION SUMMARY

The National Program Director drives program improvement, implementation, evaluation, communication and teacher training in support of programmatic excellence.

RESPONSIBILITIES

- Manage and deliver training to Book Trust teachers and Book Trust Managers.
- Create presentations, materials, and content based on literacy best practices for program implementation and teacher trainings.
- Analyze Program data, including application, ordering, evaluation and student achievement data to determine trends and numbers in service of strategic planning and execution.
- Own and manage relationships with schools and teachers through the Program implementation cycle.
- Identify exemplar Book Trust schools and coordinate staff and donor visits to schools.
- In partnership with the Development team, manage and coordinate Feed the Read book celebrations throughout the school year.
- Provide strong customer service and communication with a variety of stakeholders including districts, teachers, principals and others.
- Design and coordinate Book Trust employee volunteer program.
- Attend Book Trust events as needed.
- Work with Communications and manage outreach to schools and teachers (newsletters, emails, etc.).
- Manage Program team, including National Program Manager, Regional Program Manager(s), and Program Coordinator(s).
- Capture Book Trust stories to be shared on various Book Trust channels.
- Provide regular communication and status updates on the Book Trust program, with detailed analysis via quantitative and qualitative data for donors and various stakeholders
- Other duties as assigned

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree required, Masters degree or experience in nonprofit/education sectors preferred.
- Preference for K-12 teaching experience, preferably in a Title 1 or equivalent school.
- Strong knowledge of the best practices and methodologies in teaching reading and literacy.
- Experience coaching and motivating adult learners and working collaboratively with a team that focuses on supporting external stakeholders.
- Proficiency in Microsoft Office, specifically Excel and Powerpoint.
- Demonstrated leadership and the ability successfully manage multi-functional or diverse areas.

- Demonstrates a passion for the organization's mission.
- Excellent organizational skills and detail-oriented focus.
- An effective and open communicator, with high-level oral and writing skills.
- A sense of humor and ability to work collaboratively in a team environment.
- Knowledge of Blackboard, databases (i.e. Salesforce), lesson planning, and video production.
- Demonstrated experience in developing and sustaining collaborative working relationships.
- Demonstrated ability to organize work load, maintain several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Understanding of working with and maintaining confidential information.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to success.
- Professional and mature demeanor with strong ethical standards and ability to adapt to change.
- Ability to travel as needed.

WHAT WE OFFER

- A competitive benefits package.
- A collaborative work environment in a growing organization and the opportunity to make an impact in the education and nonprofit sectors.

TO APPLY

Interested candidates should send a cover letter and resume to the organization's President and CEO, Tiffany R. Kuehner: jobs@booktrust.org by **Wednesday, May 29, 2019**. Please refer to the National Program Director role in the Subject Line.

Book Trust is an equal opportunity employer.