Assistant Director for Weekend Programs

General Summary
Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth in grades four through twelve. Each year, Duke TIP enrolls nearly one hundred thousand new students in its talent searches through above-level testing, recognizes them for their achievements and provides them with a variety of enrichment benefits. We believe that learning is elevated by different perspectives and experiences. We work hard to create opportunities for participation in our programs and to bring people together in an environment that celebrates each individual’s contributions. TIP offers accelerated face-to-face and online educational programs to more than eight thousand students from diverse communities each year. We recognize the importance of learning, analyzing fact-based evidence, and deliberating before and after we act. Our mission at Duke TIP is to recognize academically talented students and provides advanced learning opportunities that foster their intellectual and social growth. Duke TIP envisions that all academically talented individuals flourish, transforming communities and the world.

Occupational Summary:
The Assistant Director for Weekend Programs manages the development, implementation, and evaluation of Duke TIP’s weekend educational programming. Duke TIP hosts our Weekend Programs at contracted institutes of higher education and informal learning centers across the United States. Building on the previous models of Scholar Weekends, Academic Adventures, and Adventures in STEM programs, a new leader will support codification of the model and expand the incremental reach of weekend programming to diverse locations and demographics. This leader supervises program site staff, supervises office support personnel, and oversees the operations of weekend program sites. Some travel is required to implement and evaluate programming; to develop and maintain partnerships with both site-based and programmatic stakeholders; and to engage in professional networks and developmental opportunities. This position will report to the Director of Program Operations. Your direct report includes a Program Coordinator, all site-based seasonal employees, and work-study or interns as assigned. This position will be based at our downtown Durham, NC offices near the Duke University campus. Some consecutive work on weekends will be required year-round. The application deadline for this position is Friday, March 13, 2020 EOD. For immediate consideration, please apply directly at Duke Careers.

Work Performed:

70% Lead program design, implementation, and oversight

- Develop at least two academically rigorous weekend program models and innovative pilots that are delivered across the United States to diverse populations.
- Hire and train a talented team of educators and seasonal support staff that will continue to work for Duke TIP in future years.
- Recommend and establish program locations and partnerships. Coordinate the scheduling of services and resources with the corresponding university departments and vendors.
- Collaborate and assure the recruitment, hiring, training, and supervision of seasonal weekend program employees. Develop protocols and conduct training sessions.
• Oversee and coordinate program logistics such as, housing, dining, health care, transportation, equipment rentals, special events, materials procurement, and student activities. Collaborate with relevant departmental and organizational resources. Maintain a presence on site during weekends when programs are running.

• Develop and recommend policies specific to weekend programs, and interpret existing Duke TIP practices and priorities concerning the program.

• Make decisions on specific design and operating issues to incorporate into partnership negotiations, marketing communications, and training programs, etc.

• Directly supervise the Program Coordinator. Set goals for performance, train and evaluate, manage progress, and encourage collaboration of the Program Coordinator that supports weekend programs.

• Perform other related duties incidental to the work described herein.

20% **Develop partnerships; engage internal & external stakeholders; and ensure clear communications**

• Coordinate the processing of student and staff evaluations at the conclusion of programs. Report evaluations and written summary assessment to the Director of Program Operations and other staff members as directed. Prepare annual report of weekend programming, evaluating the academic and logistical aspects of the programs, and making recommendations for improvements.

• Work collaboratively with TIP marketing to develop materials, strategies, and communications about weekend programming and the integration of access and inclusion priorities. Engage in pathways that expand the digital presence of weekend programs and partnerships.

• Represent Duke TIP Educational Programs at conferences, workshops, Recognition Ceremonies, staff recruitment events, and professional meetings.

• Collaborate with Educational Programs and the Director of Partnerships and Engagement to develop innovative partnerships that will bring weekend programming options to areas of the country with significant number of Talent Search students. Partnership development will prioritize accessibility, equity, and inclusion by evaluating talent search and other data, conducting needs assessments, and building out a phased implementation strategy for target demographic and geographic outreach.

• In partnership with consulting departments and organizations, support innovative sustainability efforts. Identify opportunities for resource mobilization. Develop inroads into the charitable sector and impact investing industry.

• Perform other related duties incidental to the work described herein.

10% **Ensure program compliance and fiscal stewardship**

• Develop and recommend a budget to the Director of Program Operations that achieves targeted revenues. Review and reconcile actual expenses to budget; develop pricing recommendations and models. Provide informed oversight of annual budget performance.

• Develop budgeting and fiscal accounting processes with Duke TIP Finance. Collaborate in the development, implementation, and ongoing evaluation of admissions protocols and financial aid for weekend programs.

• Work with the Director of Program Operations in the development and oversight of appropriate risk management strategies for students and staff attending programs. Manage emergency and crisis situations with students and staff during program sessions.
• Ensure Duke TIP and partner/vendor compliance with contracts. Negotiate and establish vendor service contracts and ensure the procurement of all incidental supplies necessary for program operations. Actively manage and communicate with all parties to ensure contract fidelity and execution.

• Edit, modify, and create training protocols, handbooks, manuals, digital resources, etc. that ensure compliance with TIP regulations and synergy across expectations for all Duke TIP Educational Programs.

• Perform other related duties incidental to the work described herein.

Preferred Education, Experience & Skill Preferences:
• Master’s Degree
• Experience with curriculum development for the academically gifted
• 1-2 years management experience of direct reports
• Familiarity with entrepreneurial educational organizations leading multi-site program design and implementation
• Ability to serve as an exemplar for Duke TIP’s values; demonstrated integrity, in words, actions, and decision-making

Knowledge Skills & Abilities:
• Collaborative skills to establish relationships, build trust, and work collaboratively with broader teams
• Excellent organizational skills
• Minimum of 2 years’ experience in program management
• Demonstrated supervisory skills or equivalent team leadership experience
• Excellent written, verbal, and analytical communication skills
• Service oriented
• Proven, self-driven and project management skills
• Willingness to travel (10-30%) and work during the weekends
• Evidence of a proactive commitment to diversity, equity, access, and inclusion
• Ability to use software and programs such as Microsoft Office, Google Apps, and learning management systems

Work Conditions:
• Lifting (up to 25lbs)
• Transporting supplies to program sites
• Unloading/loading program supplies
• Shipping/receiving program supplies

Support you will receive:
• You will also have network support from organizational departments (Key stakeholders include the Director of Marketing, Human Resources, Admissions Department, Program Evaluation and Finance Managers).
• Some flex/adjustable work arrangements (based on program term).
• Annual professional development opportunities in finance/budgeting and leadership.

Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.