



**The Fishing School**  
**4737 Meade Street, NE**  
**Washington, DC 20019**

**Position:** Director of Programs  
**Reports to:** Chief Operating Officer  
**Supervises:** All program staff and volunteers  
**Status:** Salaried, full-time

### **About The Fishing School**

The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. TFS provides year round academic-focused out of school time programs for up to 400 students each year.

In the most recent independent evaluation of the DC Office of the State Superintendent of Education (OSSE) grantees, OSSE determined that TFS was one of the top performing 21st Century Community Learning Center in DC because our students scored first in math and second in reading! The evaluation also cited TFS as a “best practice” program model. For more information, please visit [www.fishingschool.org](http://www.fishingschool.org).

### **Responsibilities**

The Director of Programs is a senior management position responsible for the operational success of TFS’ programs, ensuring seamless team management and development, program delivery, and quality control and evaluation. The Director of Programs participates in strategic planning and budgeting initiatives in addition to problem solving. She/he works within the guidelines, policies, and mission of the organization and is accountable and responsible for specific projects as assigned, including but not limited to the following:

- Direct, plan, and supervise the work of all program staff including full-time Program Managers, part-time Site Managers, part time Instructors, interns, and volunteers
- Develop program goals, strategies, and objectives in accordance with TFS’ mission
- Create a safe, secure environment for TFS program participants
- Maintain a brand presence of TFS at the partner school site through approved signage, staff attire, and documents
- Oversee the development and implementation of curricula, lesson plans, thematic clubs, and STEAM activities; ensure the integration of technology into programs
- Implement objective program performance measurements across all program sites
- Analyze trends in the program, identify issues, and develop and recommend solutions

- Develop, implement, and evaluate recruitment and retention strategies for students and parents
- Communicate with stakeholders to gain community support for the program and recruit school partners
- Serve as project director for programmatic grants, ensuring compliance with grant requirements and overseeing the collection of documentation and data tracking
- Serve as an active participant in the proposal and grant reporting process
- Partner with the Director of Development to oversee site visits and corporate volunteer efforts in order to cultivate funder relationships
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement; monitor the program activities on a regular basis
- Develop and manage the departmental budget in accordance with the organization's operating budget

### **Qualifications**

- Bachelor's degree in Education, Youth Development, or a related field required, master's degree preferred
- Minimum of five years leadership experience in the field of education or youth development
- Demonstrated success developing, managing, and evaluating youth programs
- Creative, highly motivated hands-on-administrator with excellent organizational and writing skills
- Experience working with technology to develop and implement educational programs and program evaluation systems
- Experience managing complex, multi-faceted projects resulting in measurable success and program growth
- Proficiency in Microsoft Office programs (Word, Excel, and Outlook), and the ability to manage proprietary tracking and evaluation databases

### **How to Apply**

The Fishing School offers a competitive salary and generous benefits. To apply for the position, please send a cover letter detailing your interest and track record as a program management professional; your resume, writing sample and a detailed salary history to [employment@fishingschool.org](mailto:employment@fishingschool.org). **The Fishing School will not consider incomplete applications.**