**Position Summary**

The Director of Programs will provide skilled leadership and administration for all aspects of SPARC’s programs, manage the program team, and ensure that all activities are in alignment with the organization’s mission, vision, and goals of the strategic plan. Reporting to the Executive Director and serving as a member of the leadership team, this position will guide the development, evaluation, and continuous enhancement of curriculum through data-driven decisions. The Director of Programs will be a positive role model who works creatively and collaboratively across the organization and throughout the community to build strong external relationships with individuals and institutions that contribute to the learning experience and success of SPARC’s students.

**Roles and Responsibilities**

**Program Leadership and External Relations**

- Serve as a vital member of the leadership team, participating in a collaborative and communicative environment across all departments.

- Champion and actively participate in the strategic planning process, exploring new initiatives for potential program focus.

- Build and manage positive and productive external relationships with partner organizations and other key alliances to advance strategic goals.

- Serve as lead ambassador and advocate for SPARC within the Richmond arts education network and in the greater community.

- Attend SPARC performances and maintain an active presence at other performing arts events in the community.

- Participate in donor cultivation, solicitation, and stewardship activities with the Executive Director and development staff as required.

- Support an organization-wide culture of philanthropy by partnering with the development department in the creation of funding proposals, impact reports, and donor communication.

- Stay current on emerging trends and best practices in arts education, Creative Youth Development (CYD), DEI (diversity, equity and inclusion), and national and local events that may influence the direction of SPARC’s programs and the lives of its students.
Program Strategy, Delivery, and Evaluation

- Establish program priorities and success metrics, partner with teams to set goals aligned with organizational priorities, and support the Executive Director in refining the vision and forward direction.

- Provide leadership and support to program directors in the creation of high-quality educational curricula and faculty expertise for all SPARC programs.

- Set clear expectations for accurate and timely data collection by program team, oversee data collection, and utilize data to analyze key drivers and barriers to program progress and performance.

- Conduct an annual program evaluation process, compile and analyze results with all key stakeholders, and provide recommendations and action plans to adjust program goals and design as necessary.

- Establish goals and benchmarks for program growth and quality, creating and managing plans to achieve these goals.

- Provide leadership and support to program directors in the development of annual program budgets totaling $1.4 million annually.

- Monitor and reconcile expenses monthly.

- Celebrate successes and recommend changes and course corrections as necessary.

Team Leadership and Mentoring

- Manage a team of eight program administrators and faculty, who collectively supervise approximately 120 staff, fellows, adjunct faculty, and technicians.

- Adhere to a weekly meeting schedule and provide guidance and oversight to each staff member as necessary.

- Set standards for quality of work and hold program directors accountable to organizational priorities and expected outcomes.

- Recruit and retain staff and faculty in accordance with institutional diversity goals.

- Conduct annual performance reviews, goal setting, and address performance issues in a timely and professional manner.

- Model core values and provide mentoring and other professional development opportunities to support the program team.
**Traits and Characteristics**

The Director of Programs will be an innovative leader who organizes and inspires others to believe in a vision while creating a sense of purpose and direction. This individual will be a highly visible leader in the community with a passion for creating positive change through the arts, building relationships, and effectively leveraging networks to increase awareness of SPARC’s mission and impact. A sound decision maker, trusted collaborator, and tactful communicator, the Director of Programs will demonstrate integrity and optimism and dependably involve people in decisions that affect them. With a commitment to creativity and continuous learning, the Director of Programs will embrace the mission to profoundly influence young people’s lives through exceptional performing arts education and remove barriers for those most impacted by societal inequality.

Additional competencies include:

- **Leadership and Diplomacy** – The ability to organize and motivate others to accomplish goals, with a keen understanding of and sensitivity to the organizational landscape.

- **Teamwork and Interpersonal Skills** – The natural aptitude to cooperate with others to meet objectives, build meaningful relationships, and demonstrate respect for individual perspectives.

- **Planning, Organizing, and Priority Management** – The proficiency to develop procedures, processes, and systems for order, accuracy, efficiency, and productivity while allocating resources according to priorities.

- **Self-Starting and Personal Accountability** – The capacity to demonstrate initiative and a strong work ethic to meet or exceed goals while being accountable for personal and professional actions.

**Qualifications**

Qualified applicants must have a master’s degree or equivalent work experience, plus a minimum of five to seven years of increasing responsibility in performing arts education management. Direct experience overseeing theatrical production is required.

**Compensation and Benefits**

The base salary range for this position is $70,000 to $85,000 annually. SPARC provides a competitive benefits including paid time off, health care contribution, short- and long-term disability coverage, term life insurance, and matching 401(k) contributions.

**Applications and Inquiries**

To apply, submit a cover letter and resume with a summary of demonstrable accomplishments to employment@sparcrichmond.org.