



## **Position Announcement**

**Position Title:** Program & Community Engagement Director

**Job Family:** Full-Time, Exempt

**Post Date:** 2/1/2019

**About our Organization:** Rosie's House: A Music Academy for Children is a nationally recognized free afterschool music program for students from families who are experiencing economic disadvantages. The mission of Rosie's House is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential. Rosie's House provides 500 students, ages 5-18, with instruction in strings, winds, piano, and ensemble opportunities in mariachi and choir. In addition, Rosie's House offers three youth development programs, our Musicians Mentoring in Classroom, Musicians Active in Community and College Path programs. Rosie's House employs six full-time staff, 23 part-time highly trained music educators, and has an annual operating budget of approximately \$800,000 (contributed model).

**Location:** Rosie's House is located in the heart of the Central Arts District in downtown Phoenix. The campus is in close proximity to The Phoenix Art Museum, Phoenix Theatre, Heard Museum and is located off the Light Rail and Bus Transit lines.

**Job Summary:** Rosie's House is seeking a passionate Program & Community Engagement Director who thrives in a collaborative and mission-focused environment. In this role, the Program & Community Engagement Director oversees the overall management of the afterschool community music school, including oversight of personnel, programs, operations, budget management, and the quality of experience for both Rosie's House community participants and employees (instructors and program staff). In addition, the Director leads community engagement efforts to further build strategic partnerships and mission impact.

The position reports to the Chief Executive Officer (CEO), and works closely with the CEO, Advancement and Marketing Director, and Board of Directors to develop strategy, long-term goals, and sustainable programming. This position is analogous to a *Principal* or *Headmaster*, and is critical to the heart and culture of our afterschool program.

The ideal candidate will have experience in leading program development and evaluation, managing both arts educators and arts administrators, collaborating with community partners, and serving as a leader and collaborator to parents and students. Key to the success in this role is a strategic mindset and the passion to work diligently in eliminating barriers to high-quality music education.



## **Responsibilities:**

### **Supervisory**

- Manage music education faculty (23)
- Manage program staff including Program & Community Engagement Senior Coordinator (1) and Program Coordinator (1)

### **Management Essential Functions**

- Oversee the recruitment, hiring, onboarding, support, and evaluation of a diverse faculty of professional music educators and program staff
- Manage and support program staff to achieve operational and strategic goals
- Facilitate professional development opportunities for team of music educators and program staff
- Work with CEO, Advancement & Marketing Director and Faculty Leadership Team to create and execute a comprehensive Annual Operating Plan

### **Program Development & Management**

- Develop and manage the Program & Community Engagement Budget
- Develop, implement, and sustain programs that meet the needs of constituents, and are aligned with the Rosie's House theory of change and mission
- Collaborate with Department Heads (Choir, Winds, Piano, Strings, and Mariachi) to ensure programmatic excellence in classes and programs through rigorous program evaluation
- Together with the CEO and other internal staff, external evaluators (as needed) and participant input, develop metrics and tools to measure program effectiveness and participant outcomes
- Execute and develop student policies and procedures

### **Community Engagement Essential Functions**

- Act as a liaison and advocate to the arts, music education, and youth development community
- Represent Rosie's House in meetings with stakeholders, civic and educational leaders, and community partners on a local and national level
- Develop engagement strategies for student recruitment and enrollment goals
- Determine areas of potential strategic expansion of partnerships that are consistent with Rosie's House goals and align with best practices for partnerships

### **Institutional Essential Functions**

- Work with Rosie's House advancement staff to develop long-term funding priorities and collaborate on the creation of funding proposals, impact reports and fundraising messaging
- Collaborate with Senior Staff to develop meeting agendas, reports and dashboards for staff, board, and constituent meetings
- Determine and implement system and technology solutions for administrative, evaluation and operational functions
- Create an administrative environment and decision-making process that promotes a collaborative working atmosphere, ensures transparency, and enhances positive working relations



### **Requirements:**

Rosie's House seeks candidates with the following qualities and qualifications, however is open to candidates with other education and life experiences that make them capable to excel as the Program & Community Engagement Director.

### **Qualities & Skills:**

- Creativity, empathy, strategic thinking, and significant leadership capability
- Strong verbal and written communication skills; charismatic presentation skills
- Demonstrated experience working with diverse populations in a multi-cultural environment
- Bilingual (English/Spanish) preferred with the ability to speak, read and write in Spanish
- Proficiency with Microsoft Office Products and general database experience (Salesforce preferred)

### **Qualifications & Experience:**

- An Undergraduate degree, advanced degree preferred, or commensurate experience, and a minimum of 5-years of related work experience in the arts, education, or afterschool youth development sectors
- Hands-on management experience (5 years of management experience preferred)
- Experience in actualizing positive youth development programs including program development, assessment, and evaluation
- Thorough knowledge of the principles and practical aspects of music education and/or music performance
- Experience in community engagement including building mission-aligned partnerships and actualizing collaborative goals with external partners

### **How to Apply:**

Please submit cover letter, and resume to [info@rosieshouse.org](mailto:info@rosieshouse.org) using "Program & Community Engagement Director" in the subject. Applications will be accepted until the position is filled.

Salary is commensurate with experience and will be in the range of \$47,000 - \$54,000 annually. Benefits include full health, dental, vision coverage and generous PTO package. Schedule is flexible, however will require some weekends and evenings. Rosie's House respects, values, and welcomes diversity in our workforce. We welcome candidates of varied backgrounds, capabilities, perspectives, social identities and gender expressions. Rosie's House is an equal opportunity employer.

**Conditions:** This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change, or be eliminated. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time. Employment is contingent upon: Ability to receive/maintain a fingerprint clearance card.