

Job Title	The Fellowship Initiative (TFI) Program Manager
Employer/ Agency	DiscoverU
Job Description	<p>JOB SUMMARY: The Fellowship Initiative (TFI) Program is a multi-year grant-funded program that seeks to support a cohort of young men of color through their sophomore, junior, and senior years. The program will provide a comprehensive support for participants and provide programming to help develop social-emotional and academic skills. The program seeks to ensure students graduate high school and access post-secondary education.</p> <p>The TFI Program Manager will be responsible for managing the program. They will lead out in program events and interact with all associated stakeholder groups. DiscoverU is seeking an individual who has experience working with young men of color and can relate to the lived experiences of young men of color. The program manager will be a forward-facing position and the must be comfortable being a leader in a variety of capacities with a variety of stakeholder groups.</p> <p>The TFI Program Manager position is a Houston-based position. The TFI Program Manager position is a full-time position beginning in December 2020. The position will require weekend availability and the availability to travel outside of Houston. The TFI Program Manager reports directly to DiscoverU's Director of Programs.</p> <p>TFI Program Manager Roles and Responsibilities The Program Manager will be responsible for critical activities including, but not limited to the following:</p> <ul style="list-style-type: none"> - Program Management: Manage TFI activities, including student, parent, and mentor activities; contributing to field building efforts focusing on young men of color; and partnership management, including work with public schools. - Direct Services: Lead all student activities including providing individual coaching to each Fellow, support for families, classroom instruction/workshops, facilitating experiential learning activities, leading field trips, chaperoning college visits, and organizing special events - Volunteer Coordination and Employee Engagement: Support local efforts to recruit, train and manage volunteers to serve as program mentors and champions. Serve as the liaison to employees within JPMC interested in TFI; respond to inquiries from internal stakeholders - Partnership Development and Relationship Management: Identify potential local program partners, oversee the performance and delivery of best-in-class programming by those partners. - Financial Management: Manage budgets and act decisively to control costs - Communications: Help craft strategies to capture and disseminate information about the program that will build support for it among diverse internal and external audiences - Performance Management: Lead efforts to collect, analyze, and interpret multiple data points that help benchmark Fellows' academic, social, and emotional development and adjust program elements to better support their holistic development; evaluate the effectiveness of each program component and troubleshoot to continuously improve the program - External Representation: Represent the program in meetings with program

	<p>partners, Fellows' parents, school leaders, interested community members and other constituencies and maintain a productive network of professional relationships with key government, philanthropic, and not-for-profit leaders</p> <ul style="list-style-type: none"> - Global Philanthropy: Coordinate with partners to share updates about TFI, plan events, and contribute to local plans to JPMC leadership.
Qualifications	<ul style="list-style-type: none"> - Bachelors' degree in a relevant field required; graduate degree preferred - Experience directly supporting and building positive relationships with youth is required - Minimum of 7-10 years of relevant work experience required in program development and/or management – experience in youth development/education is strongly preferred, especially experience working in schools - Passion for DiscoverU's mission; deep knowledge of and experience related to youth development - Understanding of college access and persistence issues, and post-secondary career pathways - Proven ability to motivate individuals and build a strong organizational culture grounded in respect, tolerance, and integrity - Demonstrated ability to think critically about program design and implementation - Creative, flexible, and collaborative with an ability to work in a team-oriented environment; demonstrates a high degree of initiative; results-oriented - Ability to continually seek information and look for new approaches to processes and practices - Welcomes feedback as a means to personal and professional growth - Excellent written and oral communication skills - Personal presence needed to represent the organization in diverse forums and organizational relationships - Strong ability to multi-task - Ability to travel – especially for 2-3 weeks each summer (overnight stays for special TFI intensives) - Ability to work during evenings (for tutoring and other sessions with TFI Fellows and families) - Ability to work on most Saturdays (Most TFI activities take place on Saturdays)
Salary/Hours	Full-time
Employer/Agency	DiscoverU
Address	7676 Hillmont St. Ste 239
City, State, Zip	Houston, TX 77040
Contact Person	George Vander Veer
Contact Title	Executive Director
Email Address	george@discoverus.org
Application Method	Please email your resume and cover letter to George Vander Veer, Executive Director, via email at george@discoverus.org .
Opening Date	December 2020

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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