



Job Title:
Director of Programs

Salary/Wage: \$90K – 100K	Exempt/Non-Exempt Status: Salaried, exempt
Location/Remote?: Hybrid/ Greater Seattle Area	Department/Program: Programs
Regular/Temporary: Regular	Part-Time/Full-Time: Full-Time
Reports to: Executive Director	Supervises Employees (Y/N)? Y

Who is EarthGen?

EarthGen, founded in 2011, is a 501(c)3 nonprofit organization that guides and supports youth, educators, and school communities to become leaders for a healthy environment. Our programs are focused on youth, helping them find their voice as leaders and changemakers. We know that investing in and partnering with young people is a powerful way to address climate change—youth action is climate action. We aim to support their efforts to improve their environment today and for the future. At EarthGen, we partner with educators and K-12 school communities to provide learning opportunities for their students that are anchored in science and offer engaging, place-based, and authentic learning experiences right on their school campus. We have a statewide presence and are strategically focused on increasing that presence across Washington.

We are committed to the journey of racial equity. In service to that commitment, we have a racial equity policy to support our efforts to seek out areas where our commitment is evident throughout the organization and where it needs to grow.

As we evolve and expand, we are undergoing a rebuild of staff and board, including an Executive Director, to help set the path forward for the next phase of EarthGen’s development as an organization. Programmatically, we are eager to continue developing environmental and sustainability education programs that elevate the knowledge and experiences of all students and can support youth and communities in learning and growing together as we work toward identifying best practices in youth-centered education and engagement.

Our small but mighty team of talented professionals is excited and ready for this next stage of evolution. We are dedicated to creating and maintaining a culture of quality work, mutual respect, collaboration, strategic and thoughtful growth, and a commitment to being excellent partners both internally and externally.

As EarthGen reimagines its team, we are looking for new members who are ready to join us on this growth journey. Together, we aim to build a culture of kindness, care, and excellence for one another and the students, teachers, and communities we serve. We seek individuals who represent diverse lived experiences and cultural backgrounds.

We want EarthGen to be a great place to work and have recently assessed how we show up for our team. As a result, we now offer winter and summer holiday week-long breaks, an intentional focus on self-care, competitive wages, and a hybrid work environment.

To successfully navigate our current change process, we need team members who are committed to our mission, values, and continuous improvement—recognizing that perfection is not the goal, but rather excellence in our service and learning. We believe that changemakers can be anyone, especially students, and we seek individuals who are ready to show up alongside us as reliable, dependable collaborators with our partners and elevate the EarthGen brand in positive ways. If this resonates with you, please review the job posting below and apply. We want to talk with you.

Job Summary

The Director of Programs partners with and leads a team of Program staff serving as the model for supportive, effective and equitable team and program management. In partnership with the team, the Director of Programs will develop, evolve, implement and support the evaluation of programs that equip K-12 students across Washington state to become environmental leaders for their communities.

Although the Director of Programs will have administrative duties, this person will be actively engaged in programming activities in support of the team. Equipped with environmental and climate education expertise and a strong commitment to equity, the person in this position will help EarthGen meet the unique needs of school communities furthest from educational and environmental and climate justice.

The Director of Programs will partner with the Director of Strategic Partnerships, Director of Development, and Director of Finance and Administration in the creation and execution of proposals, grants, and contracts and their respective budgets with state agencies, local government, corporations, etc.; drives the vision, work plan, and staff coordination to fulfill programmatic obligations.

The Director of Programs works closely and regularly with the Director of Finance and Director of Development to navigate opportunities and challenges in organizational management, seek funding opportunities, and host annual retreats that help establish annual goals. A current focus for this position is to support the evolution of programming into three focal areas: community engagement, direct learning, and curriculum resourcing.

Primary Responsibilities and Duties:

Organizational Leadership

- Collaborate with EarthGen team members to establish annual organizational goals, seek and apply for funding opportunities, manage the expenditure of funds, and identify opportunities for organizational growth and development, etc.
- Develop and partner with team members on strategic planning for programming, funding, and staffing
- Identify gaps in program staffing, create job announcements, engage in the interview and hiring process; create customized onboarding plans for new hires in programs
- Seek and build inter- and cross-departmental bridges to support overall strategic plan (once developed); communicate learnings, insights, and happenings in programs to others within the organization

Goal Setting & Work Plan Development

- Partner with programs team members to set SMART goals for the department and at the individual level
- Assure that learning and professional development opportunities support program staff to achieve the organization's mission and vision
- Lead an annual program planning retreat for Program staff

Program Development & Implementation

- Learn and understand best practices on environmental and climate education, bring it back to the team and partner to educate, inform and understand what is applicable for EarthGen's growth and evolution
- Ensure the development and implementation of programs in the focal areas of curricular resources, professional development, and collective action
- Complete monthly, quarterly and annual reports to 3-5 funders per year, reporting on a total of \$500,000-\$1,000,000 per year
- Coordinate with an external evaluator to develop an annual program assessment/evaluation plan

Community Engagement

- Develop an annual strategic outreach plan, in partnership with the Executive Director and informed by planning of other colleagues, aligned with the broader organizational goal to support program goals and work plan
- Build relationships with public education, parents, and community partners to support program development, implementation, and evaluation
- Engage, with cultural curiosity, humility, and competency, in various communities statewide including rural, BIPGM, migrant, etc.

Supervisory Responsibilities:

- Hire and supervise a team of five - (3) program managers and (2) coordinators
- Manage Program team through regular check ins, planning meetings, and semi/annual program retreats
- Guide the creation and regular review of annual professional goals
- Provide guidance and seek professional support in addressing emergent HR concerns including staff performance, disciplinary actions, etc.
- Process PTO/sick leave/remote work requests for select supervisees

Additional Responsibilities and Duties:

- Support EarthGen's Development and Communication efforts through meetings with consultants and grantees, attending and coordinating development events, drafting promotional materials in partnership with the lead of EarthGen's communications team, writing thank you cards to donors and program partners, inviting program partners to fundraising events
- Attend bi-monthly board meetings
- Partner with programs team to identify stories to share EarthGen successes with EarthGen's communications lead through various audiences online, in-person, and in print
- Coordinate training of new staff on relevant technologies

Work Environment - e.g. Indoor and/or outdoor setting, classroom, outdoor noise, exposed to weather etc.

- Able to work in or outdoors with students or adults through program facilitation
- Process a high amount of information quickly and organize it into tangible work plans for a team on Google Drive or Dropbox
- Manage multiple, overlapping, and demanding deadlines using an online program management system, Asana
- Learn/understand how to use computer-based systems, including: Salesforce, Canvas, Asana, Gusto, Abacus, Harvest, SurveyMonkey, Google Drive, Dropbox, Microsoft Office Suite, Zoom

Physical & Other ADA-Related Requirements:

- Mentally pivot from one important task to the next on a daily basis
- Conduct up to and sometimes more than 8 hours/day of online work and meetings on a computer screen in a seated position
- Occasionally carry boxes and containers of supplies weighing up to 25 lbs. up and down stairs and into a vehicle
- Occasionally drive several hours during daytime and nighttime including evenings and weekends to visit sites of program engagement

Qualifications, Education & Experience:

- Bachelor's degree in science education, environmental science or related field (Master's preferred)

- 5+ years of experience in managing projects
- 3+ years of supervisory experience with staff
- Experience in formal or informal education
- Ability to hold space for educators' social-emotional, psychological, and intellectual responses to (in)justice, identity work, and other challenging topics
- Nonprofit experience
- Excellent written and interpersonal communication skills; cultural sensitivity, curiosity, and humility; high level of comfort speaking in public
- Understanding of reading and using data evaluation for program improvement
- Thrives in collaborative environment where diversity is seen as an asset

Strongly Preferred:

- Experience developing high-quality environmental and climate education materials (i.e., training programs, curriculum) for school settings
- Familiarity with K-12 public education system in Washington state

A background check will be required.

Benefits:

- Healthcare (dependent deductible coverage), vision, dental; winter and summer holiday week-long breaks, intentional focus on self-care, competitive wages, hybrid work environment.

How to Apply:

Email a cover letter that speaks to your experience and a resume to hr@earthgenwa.org with the subject line: DIRECTOR OF PROGRAMS. We must have both the cover letter and resume for you to be considered.

Date revised: 9/2024

EarthGen values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. EarthGen encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LBGTQ, people with disabilities, veterans, and those with diverse life experiences. EarthGen is an Equal Opportunity Employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description is not a comprehensive list of the duties and responsibilities of the position - duties and responsibilities may change without notice.