



of Metro Denver

Job Title: Manager of Center Programs

FLSA Status: Full-time, salaried, exempt. Schedule varies based on program needs and includes early mornings, evenings, weekends, and seasonal variations.

Reports to: Senior Director of Center Programs.

Compensation: \$60,000 to 65,000

Location: 1499 Julian Street, Denver, CO 80204.

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled.

Position Summary

Girls Inc. of Metro Denver seeks a visionary **Manager of Center Programs** with a proven record of creating and leading high-quality, impactful youth programs. This leadership role is integral to achieving strategic organizational goals and advancing programming for 1st–8th grade girls year-round in the Denver metro area.

The Manager will oversee the design, implementation, and evaluation of on-site and partner-based programming, drive staff development, and foster community partnerships. They will supervise a team of educators and volunteers, providing direction that aligns with the mission of Girls Inc. This role requires strategic thinking, a results-driven mindset, and a commitment to innovation and social justice.

Supervisory Responsibilities

- Directly supervises a team of part-time and full-time educators.
- Provides guidance and leadership to volunteers, work studies, and interns.
- Serves as a key resource for professional development within the Center Programs team.

Key Responsibilities

Leadership & Strategic Oversight (50%)

- **Strategic Leadership:** Lead the development and execution of strategic initiatives to expand Girls Inc. programming across the Denver metro area.
- **Team Management:** Provide coaching and mentorship to educators, ensuring alignment with best practices in youth development and social justice principles.
- **Policy & Standards:** Establish and uphold program policies, ensuring consistency, quality, and alignment with the organization's values.
- **Cross-Department Collaboration:** Work with leadership across development, volunteer programs, and evaluation teams to drive outcomes and align programmatic efforts with broader organizational goals.



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- **Conflict Resolution:** Lead complex staff, volunteer, or family situations, and resolve escalated behavioral or logistical challenges.
- **Representation:** Act as a senior representative at organizational and community meetings, fostering partnerships and opportunities for growth.

Program Design & Innovation (30%)

- **Curriculum Development:** Lead the development, enhancement, and delivery of culturally responsive, research-based curriculum across key programming areas such as STEM, health, and leadership.
- **Program Evaluation:** Partner with the data team to track program impact, analyze outcomes, and implement continuous improvements.
- **Innovative Programming:** Curate transformative learning experiences, including field trips and special events, that align with Girls Inc.'s mission and values.
- **Stakeholder Engagement:** Work with families, educators, and community partners to ensure programs meet diverse community needs and build long-term relationships.

Operations & Budget Management (20%)

- **Resource Oversight:** Develop and manage program budgets, ensuring alignment with organizational goals and fiscal responsibility.
- **Staffing Strategy:** Oversee staff schedules and ensure appropriate coverage for programs, including during absences or emergencies.
- **Administrative Excellence:** Review and approve program expenses, timesheets, and reports for direct reports, maintaining compliance with organizational policies.
- **Enrollment Goals:** Drive enrollment benchmarks through innovative outreach and retention strategies.

Required Skills and Competencies

- **Cultural Competence:** Deep understanding of diverse populations and a demonstrated commitment to our organizational values.
- **Leadership Excellence:** Proven ability to lead and develop teams, manage conflict, and inspire accountability.
- **Program Expertise:** Skilled in curriculum development, program evaluation, and youth engagement strategies.
- **Strategic Thinking:** Ability to analyze complex challenges, innovate solutions, and align efforts with organizational goals.



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- **Professional Agility:** Thrives in fast-paced environments with flexibility and problem-solving skills.

Qualifications

- **Education:** Bachelor's degree in education, youth development, or a related field (advanced degree preferred), or equivalent professional experience.
- **Experience:**
 - 8+ years in program development and implementation.
 - 3+ years of senior-level supervisory experience.
 - Demonstrated success managing budgets and driving measurable outcomes.
 - Preferred familiarity with urban communities and diverse cultural contexts.

Additional Requirements

- Valid Colorado driver's license (or ability to obtain within 30 days).
- Access to a personal vehicle for travel; mileage reimbursement provided.

Benefits

- Competitive salary and comprehensive benefits package.
- Opportunity to lead transformative programming in a nationally recognized organization.
- Supportive work environment and robust professional development opportunities.

Please submit applications here: <https://forms.office.com/r/4250p9Q6Nx>