

- **Position Title:** National Director of Programs
- **Position Status:** Full-Time
- **Location:** NYC or San Francisco
- **Start:** February 1, 2019

### About Code Nation

Code Nation ([codenation.org](http://codenation.org)) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness.

Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches 1,500 students per year in 46 high schools in New York City and the San Francisco Bay Area.

### Who We Want

We are looking for passionate, creative leaders who are inspired by our mission and ready to work exceptionally hard to support young people. The ideal candidate is self-motivated, resourceful, and works effectively in a team-oriented environment.

### Responsibilities

#### National Leadership

- Coordinate with the Chief Executive Officer and the national team in the overall development, strategic planning, program delivery, and management of the organization across multiple regions and departments
- Foster effective communication and collaboration between the programs department and all other departments
- Participate in the national budgeting process and maintain a high level of fiscal responsibility within the programs department
- Represent Code Nation at speaking engagements, conference panels, and other events

#### Programmatic Excellence

- Set and communicate a clear vision of excellence for Code Nation programming at all tiers, along with ambitious qualitative and quantitative yearly goals and strategies to meet those goals
- Develop and administer evaluation tools to assure program model fidelity and quality across all Code Nation regions
- Ensure programs are operating at capacity and in compliance with all local, state and federal regulations

#### Regional Program Leadership Development

- Provide strategic leadership, oversight, and coaching to regional program directors, working closely to guide, prioritize and effectively resource their departments and helping to troubleshoot program and staff performance challenges
- Support regional program directors in developing and maintaining a culture of programmatic excellence rooted in collaboration, peer feedback, and data-driven decision-making

#### Curriculum Development & Innovation

- Oversee a team responsible for the development and maintenance of Code Nation's technical and professional skills curricula
- Explore new, innovative program opportunities, develop program ideas, launch pilot projects, and oversee the integration of successful pilots into full-scale programmatic changes
- Develop strategic partnerships with peer organizations and industry leaders to borrow best practices and ensure Code Nation's curriculum and program model remain relevant with a fast-changing industry

#### Training & Professional Development

- Oversee a team responsible for creating and distributing materials and guidance so that regional teams can effectively deliver onboarding, training, and ongoing professional development for their program staff and volunteers

#### Research & Evaluation

- Oversee a team responsible for the effective collection and maintenance of all programmatic data, including student and volunteer enrollment, participation, and completion data, student mastery data, and all constituent survey data
- Prepare regular reports to demonstrate progress toward programmatic goals
- Work with an outside researcher to analyze data and inform programmatic decision-making

**Provide additional project support, as needed.**

## Qualifications

- Six+ years of education or non-profit experience working with diverse groups, including classroom teaching and instructional coaching in under-resourced schools
- Four+ years of management experience with demonstrated success in managing, coaching, developing, & retaining staff
- Commitment to educational and tech equity
- Experience cultivating a data-driven & results-oriented culture
- Experience supporting a development team to prepare grants
- Strong project management skills with demonstrated success managing complex, multifaceted projects
- Excellent communication skills (written and oral) and ability to represent Code Nation externally to a range of stakeholders
- Exceptional attention to detail
- Self-motivated, flexible, and entrepreneurial
- Thrives in fast-paced, collaborative working environment
- Proficiency in Google Suite, Salesforce, & Microsoft Excel
- Proficiency in basic HTML, CSS, & JavaScript
- Proficiency in budgeting & finance
- Ability to travel regularly to Code Nation regions
- Ability to work extended hours, including weekends

## Compensation

Salary commensurate with experience. Includes a competitive benefits package.

## How to Apply

Please send your resume and cover letter to [apply@codenation.org](mailto:apply@codenation.org) with the subject line, "National Director of Programs". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.