



Senior Program Manager — The Bureau of Fearless Ideas

Job Description:

The Senior Program Manager is responsible for the leading and management of programs designed to provide storytelling enrichment, social emotional learning, academic support, and mentorship to youth.

This role supervises and mentors our site Program Managers and reports to the Executive Director.

The ideal candidate is an innovative educator and an organized data-tracker who believes that creative writing and storytelling can empower young people to be the authors of their own futures. Essential to this role is an enthusiastic belief in the power of community engagement and a deep understanding of the needs of students and families who are farthest from educational justice.

What is The Greater Seattle Bureau of Fearless Ideas?

- The Greater Seattle Bureau of Fearless Ideas believes in the power of words to open doors to important opportunities.
- Our programs prepare young people, ages 6 to 18, for a successful future by developing strong writing skills, championing diverse communication styles, and motivating young people to share their stories.
- We believe that proficiency in writing helps children become more engaged in school and ultimately grow into kind, creative, and fearless adults.
- Our programs are designed to improve writing, increase creativity, and build empathy. Integral to our process is the participation of dozens of trained, caring adult volunteers, and a sense of wonder and fun.

Our Community of Students

We serve linguistically and racially diverse communities of students in the Seattle area from our Greenwood and Yesler Terrace locations and also through in-school partnerships. Over 70 percent of the students we serve in our after-school programs speak a home language other than English. For our in-school and field trip programs, we prioritize Title 1 schools.

Commitment to Equity

We are an anti-racist, LGBTQ-inclusive, and community-centered organization committed to providing a diverse, welcoming, and equitable learning and work environment for all of our students, staff, and community members.

Key Responsibilities:

Program Development and Leadership

- Work collaboratively with our Fearless Ideas team to design innovative virtual and in-person curriculum focused on storytelling and social emotional learning that is aligned with Washington State learning standards and includes clear assessment and evaluation of impact strategies.
- Co-lead virtual writing workshops.
- Lead workshops as part of our after-school program for students ages 6—18, with an emphasis on workshops for elementary and middle grades.
- Supervise students and volunteers during drop-in homework support times.
- Co-design and co-lead creative summer workshops for students ages 6—18.
- Lead, support, and participate in Fearless Ideas events, such as our annual fundraiser, activities, planning, and meetings.
- Participate in recruitment of new students.
- Establish a collaborative workflow with the programming team and the Executive Director.
- Work in partnership with the Development Director to support Fearless Ideas' organizational culture of philanthropy.

Supervision and mentorship

- Provide program management support and professional growth mentorship to Program Managers.
- Identify professional development opportunities for Program Managers to support their growth as educators and strategic leaders.

Community engagement

- Actively foster a culture of inclusivity and community with the diverse families of the students we serve.
- Support, engage with, and supervise our community of alumni and volunteers. Participate in monthly alumni network meetings and volunteer trainings. Support Volunteer Coordinator in recruitment and communication with volunteers.
- Work with Program Managers to ensure accurate and up-to-date digital records of family contact information and required forms across programs.
- Sustain and deepen existing relationships and build new collaborations with community partners.

Culture of philanthropy engagement

- Work collaboratively with the Director of Development to provide vision and leadership focused on building relationships with our supporters.
- Identify funding and partnership opportunities to support the sustainability and growth of our programs and partnerships.

Social media strategizing

- Work collaboratively with the Fearless Ideas team to creatively expand social media opportunities for community engagement and storytelling.

Data tracking

- Use digital tools to track and organize program and student data across our programming.

Supervision:

The Principal Program Manager supervises two Program Managers.

This role works collaboratively with our Executive Director, Director of Development, Board of Directors, and our community of volunteers, alumni, and interns.

Qualifications:

- A shared embrace of our core values of kindness, creativity, and fearlessness.
- A flexible and collaborative mindset.
- Strong written, digital, and verbal communication skills.
- Education, training, and/or experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position. Bachelor's degree in education, arts, youth development or related field, or equivalent experience.
- Three or more years of experience with youth development, education, program development, and/or community engagement.
- Understanding of the needs of students who are farthest from educational justice.
- Meticulous organization and data-tracking skills.
- Understanding of social media's potential as an impactful community engagement resource.
- Demonstrated engagement with a culturally and economically diverse population of youth and families.
- Commitment to anti-racism, equity, and inclusion.
- Experience and knowledge of academic support programs for youth, in either formal or informal education settings.
- Experience with Seattle Public Schools and/or Seattle-area community-based organizations is preferred.
- Ability to pass a background check for working with children.

Working conditions:

This position will work across our two main sites (Greenwood and Yesler Terrace) and on-location in schools and community spaces.

When not engaging in direct instruction, the Principal Program Manager may choose to work on site in our Greenwood office or work remotely.

Vehicle or access to public transit necessary.

Evenings and occasional weekends. Workshops during the school year take place after school three to four times per week, approximately 2:00pm–6:00pm on Wednesdays, and 4:00–6:30pm on Mondays, Tuesdays, and Thursdays. Evenings also include occasional special events such as our annual spring gala.

We aim to keep most Fridays free of meetings or teaching for all staff.

All Fearless Ideas staff must be vaccinated against Covid-19 and practice all safety protocols outlined in our Covid-19 safety policy.

All Fearless Ideas staff must uphold all child safety policies.

Compensation and benefits:

Salaried, full-time, exempt.

The salary range for this position is \$58,000 – \$63,000

Benefits include:

- Health insurance plan of which The Bureau of Fearless Ideas covers 75% of the cost.
 - 2% contribution by The Bureau of Fearless Ideas to a retirement fund
 - Very generous time off
 - Most Fridays free of meetings or teaching responsibilities
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Responsibilities for all Fearless Ideas staff:

- Demonstrates commitment to curiosity, social emotional learning, and a growth mindset.
- Demonstrates commitment to equity and anti-racism.
- Demonstrates understanding of the voice of the organization, and champions the love of words and writing.

- Effectively and professionally represents the organization, our programs, and impacts throughout the community.
- Seeks opportunities to build relationships and creates a sense of community with students, staff, volunteers, families, and community partners.
- Participates and engages in a culture of philanthropy, including support for events, identifying funding opportunities, and stewarding potential donors/stakeholders as well as understanding our mission, vision and values.
- Provides leadership and support to volunteers and interns within the organization.
- Ensures that safety procedures, including child safety rules and Covid-19 precautions are followed and that all programs and activities are in compliance with Fearless Ideas standards, all regulations and other applicable standards including up-to-date CPR certification.

To apply:

Please send a cover letter, resume, and contact information for two professional references to info@fearlessideas.org with “Senior Program Manager application” in the subject line. Applications will be reviewed on a rolling basis until filled.

People of color, members of our LGBTQ+ community, and first generation scholars are strongly encouraged to apply.