



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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PERFORMANCE PROFILE

PROGRAM DIRECTOR, CUSTOMIZED SOLUTIONS CORO CENTER FOR CIVIC LEADERSHIP, PITTSBURGH, PA

For more than 60 years Coro has been the premier organization training ethical and effective leaders for careers in public affairs. This position works with Coro's customers to provide training based on Coro's methodology, tailored to meet their unique needs. This position is ideal for an entrepreneurial individual who is process-oriented, a change agent, shares Coro's beliefs and values, and can manage and work well with teams. If you have experience in delivering training and development programs, and can also manage teams and lead trainers, we'd like to speak with you about this opportunity.

ORGANIZATION

Founded in 1942 in San Francisco, CA, Coro operates leadership development programs in seven cities around the US. Coro is a nonprofit, nonpartisan organization with a mission to *advance ethical and effective leaders who share a commitment to civic engagement*. Coro believes that individuals learn best about public affairs, civic leadership and their own potential through direct experience and participation in civic life. The Coro Center for Civic Leadership was founded in 1999 with the vision of *building a leadership pipeline for Pittsburgh's business, government, and nonprofit sectors*. Leadership training is organized according to Coro's six basic values: *experiential learning, building relationships, diversity, whole system thinking, teamwork for results, and nurturing leadership in others*. More information on Coro can be found at www.coro.org.

POSITION OVERVIEW

The Program Director, Customized Solutions (Program Director) is a newly-created position that works as part of a multi-functional training team working directly with other Coro staff in design, development, and implementation of Coro programs and policies. The Program Director is primarily responsible for managing the implementation of Coro's Customized Solutions, (tailored programs that utilize the Coro training and development methodology) designed for various customers in the region. This position will focus specifically on programs for customers in the education sector. Implementation of these programs may include curriculum development, recruitment, coordination, facilitation and evaluation depending on the customer. This position works closely with the Vice President of Program Development and Evaluation and reports directly to the Vice President of Operations. The position does not yet have any direct reports.

Performance Objectives – Success in this role is defined as accomplishing the following:

- 1. Develop and Manage Service Delivery to Coro's Customers.** Work with Coro's management team to identify Customized Solution customers and support the procurement of customized program contracts and grants with a specific focus in the education sector. Serve as a liaison between the customer and Coro to ensure that training and development outcomes are achieved. Assume ultimate responsibility for the Customized Solutions programs.
- 2. Support and Participate in Program Growth.** Secure sponsorships for programs and in-kind donations of venues and supplies for specific programming events. Build and maintain relationships with various community partners. Assemble teams to implement all aspects of customized projects, utilizing full-time and adjunct staff. Serve as a program facilitator as necessary.
- 3. Manage P&L for Customized Solutions.** Ensure that programmatic costs remain within approved contract and grant budgets.

4. **Work to Advance Coro's Mission and Reach.** Champion and communicate the Coro mission, vision and values to partners, funders and the community in general.
5. **Support Grant and Fundraising Activity.** Support contract and grant writing and reporting processes directly related to this program area.
6. **Administer Policies and Procedures.** Manage staff and work with other program leads to maximize team cohesion.
7. **Participate in Organizational and Program Planning.** Manage the programmatic calendar to maximize organizational capacity to respond to customers.
8. **Lead and Follow as Needed.** Other duties as required or assigned by the CEO, VP of Operations, or Board of Directors.

EXPERIENCE

The ideal candidate is committed to leadership development, is independent and self-motivated, and has a blend of the following skills, experience and attributes:

- Bachelors Degree
- Excellent research and organizational skills. Experience with nonprofit program administration.
- Strong interpersonal, relationship-building, and networking skills. Excellent written and verbal communication skills. Expertise in managing relationships with a wide array of people.
- Experience with group facilitation and training. Curriculum design experience a plus. Some familiarity with Coro methodology and tools is ideal.
- Flexible in work duties and able to multi-task
- Able to work occasional evenings and weekends as required
- Proficient with MS Office applications
- Strong Pittsburgh community connection and involvement

COMPENSATION

This position has a competitive salary and generous benefits package which currently includes an employer-sponsored health insurance with no monthly employee premium.

TO APPLY

Individuals wishing to speak confidentially about this opportunity may contact Todd Owens, Senior Manager, Dewey & Kaye at 412.434.1335. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Program Director, Customized Solutions, Coro (#125-MH687)**

Candidates must submit materials no later than Friday, December 5, 2008. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.

The Coro Center for Civic Leadership is an equal opportunity employer. The Coro Center for Civic Leadership strives to embrace diversity in all aspects of the organization and encourages all applications regardless of age, race, gender, national or ethnic origin, political or religious affiliation, sexual orientation or physical disability.