



Director of Programs

Organizational Profile:

Juma Ventures (Juma), a nonprofit organization based in San Francisco, is a leading national youth development program that uses an innovative “social enterprise” approach to support low-income youth in making successful transitions from high school to adulthood. Juma owns and operates small businesses for the purpose of providing meaningful employment and development opportunities to socioeconomically disadvantaged youth. The experience youth receive in these jobs is complemented by youth programs designed to ensure that each youth has the opportunity and resources needed to pursue a path toward reaching their potential such as positive adult and peer relationships, leadership development, life skills support, college and career exposure, academic development, financial literacy and matched savings accounts. Together, these jobs and support systems combine to create a powerful and effective program for empowering young adults develop to make positive choices and successfully move forward in their lives: In 2008, 96 percent of Juma’s youth in San Francisco have transitioned to post secondary education with a toolkit of essential life, financial, academic and professional skills. In 2006, we expanded our innovative program to Oakland; in 2007, to San Diego and in 2008, to Washington DC. Our employees enjoy a casual yet results-oriented environment; we value & seek team members who are passionate, innovative, team-oriented, professional, fun to work with, responsible, solution-oriented, diligent, and build team diversity.

Role Overview:

Under limited supervision but with great opportunities to collaborate and create, this person is responsible for planning and developing a broad range of programs within the scope of Juma’s strategic plan for youth ages 14-24 years of age. This position is part of the senior leadership team at Juma and will indirectly manage a staff of 11 including 4 direct reports – 3 Youth Development Managers (one each in SF, Oakland and DC) and 1 Education and Career Services Manager. The position will report directly to the Chief Operating Officer (COO) and will also interact with the Board of Directors’ Program Evaluation Committee and the Chief Executive Officer, as needed.

Specific Job Duties include:

Program Development

- Lead the planning and implementation of all aspects of Juma’s case management, community building, youth leadership, civic engagement, academic development, college planning, and career programming in all of Juma’s locations.
- Lead the planning and implementation of individual program components of recruitment, assessment, skill building, engagement, transitions and alumni program planning and program evaluation in San Francisco, Oakland and DC.
- Coordinate monthly, quarterly and annual program schedules and plan implementation with program staff.
- Oversee MOU development process with all key program partners to continue to establish Juma as a major player in the youth development and social enterprise community in California and beyond

Youth & Volunteer Recruitment

- Lead recruitment of youth employees, including but not limited to overseeing the recruitment strategy and process, conducting outreach to nonprofits and schools and hosting information sessions for interested applicants.

- Manage key relationships in the community, through schools and community based organizations (CBO) for enhanced recruitment.
- Lead and manage the recruitment of volunteers, mentors, interns and tutors in collaboration with Youth Development Managers and Education and Career Services Manager.

Program Evaluation & Quality Improvement

- Develop surveys to solicit youth interest and input in programs, track youth participation, and program outcomes.
- Lead the administration of program evaluation systems and the analysis of program evaluation results on Juma's Efforts to Outcomes (ETO) database.
- Institutionalize ETO across programs with support from key managers.
- Work with COO and staff to plan and implement changes to improve results.

Leadership & Management

- Manage an annual program budget of approximately \$500,000.
- Participate in the annual budget planning process for all youth programs.
- Coach and support program team through excellent service leadership, participatory methods, facilitation techniques and other capacity building tools to enhance performance and team work.
- Implement a rigorous process of performance planning and evaluation with each direct report
- Collaborate with COO to refine organizational structure for excellent program delivery

Earned Revenue & Social Enterprise Projects

- Participate in planning and implementation of earned revenue projects, including but not limited to special program design and program facilitation in collaboration with ballpark enterprises and assets fee for service projects

Public Engagement & Communications

- Contribute marketing and youth content for websites, newsletters.
- Host community open houses and parent/guardian events at Juma to build community relationships.
- Participate and present in select panels and conferences
- Oversee the development of a stronger alumni association
- Create opportunities for public policy and advocacy impact in each of Juma's key program areas

Requisite Qualifications

- Master's degree preferred. Bachelor's degree required.
- At least five years of management and program design experience working in organizations with working class and/or vulnerable populations.
- Experience and demonstrated capacity in strengths-based, multi stake holder and social justice approach to program development.
- Demonstrated leadership and management capability including intuitive and emotional intelligence in leading people and processes.
- Ability to communicate clearly, both in verbal and written forms.
- Ability to be supportive and provide guidance in a non-judgmental manner for staff and youth.
- Balance between creativity and innovation and ability to create rigorous and accountability structures.
- Demonstrated strong administrative, management, negotiation, mediation and organizational skills.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve shared goals.
- High professional and ethical standards
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Computer proficiency in MS Office Suite, social networking, and other commonly used software.

- Ability to travel between San Francisco, Oakland and Washington DC and work evenings and weekends.
- Be fingerprinted and pass a criminal background check.
- LGBTQ, bicultural and minority applicants are especially encouraged to apply

Job Details

Reports to: Chief Operating Officer
Job Location: San Francisco, CA 94105; Oakland CA 94610
Starting Salary: Very competitive and commensurate with experience
Closing Date: July 11, 2008
Position Starts: August 2008 (dates negotiable)
Hours/Week: 40+ Hours ; weekends and evenings required as per youth program schedule; travel quarterly
Education: Master's Degree Preferred. Bachelor's degree required.
Years of Experience: Minimum 5 yrs. of leadership and management experience
Benefits Include: Professional Development, Opportunities for Advancement, Health Insurance, Dental & Vision, Chiropractic & Acupuncture Care, 401K, Paid Holidays, and Generous Vacation Time.

No phone calls please. Only selected candidates will be invited for an interview that involves situational analysis and group facilitation exercises.

To apply, please mail or email a complete application packet including

- A resume or CV
- A cover letter as personal statement exploring your objectives, interest, and preparation for your role at Juma Ventures.
- 2 professional references and 1 youth reference

Juma Ventures

Attn: Vini Bhansali

Chief Operating Officer

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