

# NATIONAL SOCIETY OF BLACK ENGINEERS

## Job Description

### JOB TITLE: **Senior Director of Programs**

---

Reports To: Executive Director

Prepared by: ADP TotalSource

---

#### SUMMARY

This position is primarily responsible for implementing the strategic vision, mission and plan approved by the National Executive Board by providing inspired leadership and execution of all programming functions for the National Society of Black Engineers (NSBE). This position is also responsible for developing, administering, and evaluating programs in the areas of Academic Excellence, Leadership Development, Graduate Student and Technical Professional Development, Community Impact and International Programs by performing the following duties.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Defines and executes a strategic vision and operational plans to integrate programs that serve all pre-collegiate, collegiate and professional members and the Summer Engineering Experience for Kids (SEEK).

Works with the Development and Corporate Relations departments to provide support for grant funding proposals, secure program funding and produce donor reports to maintain and scale existing programs, and launch new initiatives that align with the NSBE's mission.

Works in concert with staff to identify, cultivate and monitor strategic partnerships.

Serves as a member of NSBE's Leadership Team, the Sr. Director, Programs will report directly to the Executive Director, develop and manage the department budget, and work cross-functionally to fulfill the mission and vision of the organization.

Serves as the chief programs officer responsible for programs that achieve strategic outcomes of the Society.

Collaborates with Board liaisons and staff to develop and execute the programmatic components of the strategic vision, goals, objectives and plans approved by the National Executive Board.

Hires, manages and inspires programs staff;

Mentors and guides student leadership on all aspects of program development, execution; evaluation, and reporting;

Develops and manages the Programs department budget;

Develops proposals to secure funding for national programs in concert with Development staff;  
Manages all organizational program partnerships;

Manages programming of the Golden Torch Awards;

Supervises program development for all regional conferences and Annual Convention;

Helps to develop and manage the training content and programming for national, regional and chapter officers;

Manages the development of metrics and evaluation tools and monitors program performance against these same metrics and tools;

Serves as the liaison to the National and Professionals Executive Board leadership;

Develops and coordinates programs targeted at the International members;

Sits on the cross-functional Leadership team and thus helps to define and monitor performance across all aspects of the organization-wide

Other duties as assigned by the Executive Director.

#### ACCOUNTABILITY:

Works with staff to ensure that the Department has processes in place to respond in a timely manner to member inquiries regarding specified program areas;

Provides content expertise for promotional mailings and other initiatives for specified program areas;

Works co-operatively with the Marketing and Communications Team to provide an effective communication network.

Conducts regular Programs staff meetings.

Submits quarterly written reports to the National Board;

Contributes to donor reports and funding proposals.

Develop and manage the department budget.

Conducts regular and frequent meetings with Programs Team;

Conducts and submit yearly and mid-year Personnel Performance Review of Programs Team;

Ensures that the all Employee Guidelines and Procedures are adhered to;

Evaluates the performance of employees by establishing goals for each employee;

Monitors and manages task delegation to continually increase productivity of the team;  
Monitors the performance of employees, working on weak areas and developing employee skills.  
Clearly communicates goals to employees.

Onboard new employees and ensures that decision rights are clearly articulated;

Provides ongoing constructive feedback on performance quality

#### SUPERVISORY RESPONSIBILITIES:

Manages 2 subordinate supervisors who supervise a total of 6 employees in the Programs Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 1 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

##### Intellectual

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Design - Generates creative solutions; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

##### Interpersonal

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

### Leadership

- Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegation - Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

### Organization

- Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Diversity - Educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - Follows policies and procedures; supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

### Self-management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

### BUSINESS RELATED CONTACTS:

The Sr. Director will have frequent interaction with a variety of entities in order to develop strong relationships that will ultimately lead to fund development.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

#### LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of: Database Software (Access); Internet Software; Spreadsheet Software (Excel); Project Management Software; Word Processing Software (Word);

#### OTHER SKILLS AND ABILITIES:

- Understands the overall goals and objectives of all programs.
- Ensures that structures are in place to evaluate and measure programs.
- Develops and implements evaluation assessments and reports findings for all programs.
- Develops, monitors and makes adjustments to program budgets.
- Authors and reviews all outgoing correspondence to staff, membership and strategic partners.
- Works with Marketing and Communications department to develop advertising/promotional plans of programs.
- Secures and maintains contracts with all consultants and vendors

#### OTHER QUALIFICATIONS:

- M.S. or M.A. desired, B.S. or B.A. required in science, engineering, or business from a four-year college or university.
- Minimum of five years of related experience and/or training in program development, planning and implementation in academia, or the non-profit or for-profit sector.
- Minimum of eight years of progressive supervisory experience managing a staff of three or more employees.
- Previous experience in working with college and/or pre-college students, or in corporate training capacity is a plus.

- Experience in the development, coordination, implementation and evaluation of programs for students and professionals is a plus
- Ability to develop and manage organizational budgets.
- Must have ability to work in a fast paced, rapidly changing environment under minimal supervision.
- Must have the ability to take initiative to solve problems and be able to handle and prioritize multiple projects.
- Must have some experience with long- and short-term strategic planning, project management and goal setting.
- Typing at least 45wpm.
- Occasional travel is required to collegiate or alumni chapters and other industry related events, or meetings as assigned by Supervisor. Travel to National Convention and National Leadership Conference are required.
- Occasional travel is required to Fall Regional Conferences, National Executive Board meetings and other meetings at the request of the Executive Director.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

The employee must regularly lift and /or move up to 10 pounds.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.