



Program Manager Firewall Centers

Report to: Executive Director

Job Mission: The Firewall Programs Manager is positioned to ensure that all assigned Firewall Centers operate in an effective and consistent manner and that all student, staff and program outcomes are being met.

Summary of Key Responsibilities:

- Participate in the initial contact with prospective and new schools.
- Develop a familiarization with the public school system, and its staff so that they can advocate effectively on behalf of Firewall, its students, and parents.
- Evaluate the individual needs of each Firewall Center and communicate with the staff so that any concerns related to a student's Attendance, Behavior, or Course Performance are addressed and any necessary interventions are carried out.
- Efficiently and effectively solve problems, mediate conflicts, and provide maximum accountability to everyone connected with in each Center.
- Communicate, delegate, and train center staff assuring that everyone is reaching toward achieving the shared objectives that ultimately results in transformed lives.

Required Skills and Qualifications:

- Bachelor's Degree preferred or equivalent work experience.
- Strong communication skills, both verbally and written.
- Ability to work independently and in a team setting.
- Self-starter with the ability to handle multiple projects simultaneously.
- Strong "people skills" and the ability to work well with and support students, staff, parents, teachers, and school administrators.
- Must be organized with good time-management skills.

List of Duties:

- Meet with department heads, and key staff and faculty members of schools to gather operational resources for Centers.
- Attend all necessary events and meetings at each assigned school to promote Firewall Centers, including but not limited to SAC meetings, orientations, and open houses.
- Schedule end-of-year meetings with school administration and support staff to discuss success and shortcomings of the current year, and prepare for the following school year.
- Establish program objectives.
- Implement Center objectives and structure to be executed by Center staff.
- Train Center Directors to be able to execute their job duties according to Firewall standards.
- Maintain up-to-date staff records related to timesheets and evaluations.
- Collaborate with programs executive team to prepare quarterly staff trainings for all Firewall

Center program employees.

- Collaborate with the Academic Director to conduct mini workshops with mentors at Centers regarding building effective relationships with students, and carrying out staff responsibilities.
- Respond to mentor request for time-off.
- Oversee the management of mentors, to ensure adequate staffing at each Center.
- Conduct weekly meetings with Center Directors to review past week, and develop a game plan for upcoming week.

To apply, please fill out an online application at <http://firewallcenters.org/careers/>

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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