



4010 Executive Park Drive  
Suite 320  
Cincinnati, OH 45241  
grantushope.org

Ohio Sponsor for:



## Director of Programming Job Description

### Organization Summary:

Grant Us Hope (GUH) is a nonprofit organization based in Ohio and Northern Kentucky dedicated to building communities of leadership and advocacy that enhance mental wellness, safety, trauma and suicide prevention in schools. We develop a community of students in each school that work together to save lives. The GUH Director of Programming role is peer to the Director of Data and Analytics and future Director of Development and reports to the GUH Executive Director.

### Job Summary:

The Director of Programming role oversees the operational leadership of the Grant Us Hope organization including: the development, management and implementation of the Hope Squad program as well as all other emerging programs and services in support of schools. the scope of the role encompasses: developing the team to accomplish: 1) Leverage passion for the cause to manage prospective school interest and engagement, 2) Ensure effective and timely contracting with all Hope Squad schools, 3) Develop and oversee proposals for consulting and training services, 4) Create and manage school based communication formal and informal processes, 5) Provide quality program service and support for Hope Squad schools, 6) Proactive review of data and research to inform and educate Hope Squad schools, 7) Support media and community public relations and communication to raise awareness and grow programs, 8) Build vital relationships and partnerships to expand program and service capacity in urban, suburban and rural settings, 9) Meet and exceed operational and financial commitments to ensure compliance and efficient business processes, 10) Lead and fully engage internal team as well as external partners to accomplish goals and priorities, and 11) Collaborate and integrate team efforts in support of GUH culture, goals and objectives including Research and Development initiatives, events and priorities.

### Duties and Responsibilities:

1. Leverage passion for the cause to manage prospective school interest and engagement:
  1. In support of GUH Annual goals and ED, participate in a geographic growth plan to include:
    - i. Education and awareness meetings by city/county/area
    - ii. Partnerships with County based ESC's to contract support for the Hope Squad program.
    - iii. Manage internal resource development to serve each geographic area.
2. Ensure effective and timely contracting with all Hope Squad schools:
  1. Develop internal capacity to update, execute and communicate all Hope Squad contracts to be accurate and meet timelines as well as capture, invoice and collect fees.

3. Develop and oversee proposals for consulting and training services:
  - Take guidance from ED to develop consulting and training proposals for schools and ensure they are signed, communicated and executed within scheduled calendar of activities.
4. Create and manage Hope Squad school-based communication to include formal and informal processes.
  - Develop and communicate monthly newsletter incorporating national, regional and local trends.
  - Develop formal and informal feedback processes to ensure connection to the experience of Hope Squad schools at all levels.
5. Provide quality program service and support for Hope Squad schools:
  - Develop comprehensive service strategy and plan with ED and Directors and ensure team is trained to provide prevention, intervention and postvention support as indicated in service plan.
  - Document GUH quality service standards with team and ensure training, oversight, observation, feedback, coaching and performance management processes are in place.
  - Seek Hope Squad school feedback on service and support and consistently incorporate feedback into service practices.
6. Proactive review of data and research to inform and educate Hope Squad schools:
  - Partner with Research Director to understand the data and research to provide optimal guidance to Hope Squad schools regarding prevention, intervention and postvention strategies and plans.
  - Utilize data and research to develop presentations for current and prospective Hope Squad schools as well as public education opportunities.
7. Support media and community, public relations, presentations and communication to raise awareness and grow programs:
  - Seek opportunities to highlight success and evidence of Hope Squad program success in all interactions.
  - Create media school-based communication and media interest by achieving uncommon results with students and Hope Squad Advisors in schools.
  - Serve as presenter and facilitator in support of ED as needed according to GUH calendar of school introductions to Hope Squad.
  - Participant in PIP development meetings and quarterly data reviews as requested.
  - Escalate and involve ED and founder whenever additional support is needed.
8. Build vital relationships and partnerships to expand program and service capacity in urban, suburban and rural settings to achieve mission to reach every student in need:
  - Participate in Strategic Relationship plan as requested to build and expand partnerships to serve more students in Ohio and Northern Kentucky.
  - Consistently communicate with and nurture key internal peer and external partnerships to advance the mission of GUH.
9. Meet and exceed operational and financial commitments to ensure compliance and efficient business processes:
  - Learn and understand Operational and Financial commitments, reporting and filing to keep quality records and comply with all foundation, grant and financial entities.
  - Ensure all employment and employee records are in compliance with State standards and oversee payroll and timekeeping efforts to ensure compliance.
  - Lead and develop team members to perform day to day operational and financial tasks to ensure effective record keeping.

10. Lead and engage internal team and external partners to accomplish goals and priorities:

- Participate in management goal and priority setting to guide all GUH team and translate into monthly, weekly, daily priorities with each member of the team to provide effective leadership.
- Engage members of the team on a daily basis by taking an active interest in thoughts, ideas and input to fuel the passion of the GUH team to achieve the mission.
- Develop formal and informal feedback processes to ensure ongoing connection, communication and flexibility to meet the needs of the team while achieving goals and priorities.

11. Collaboratively integrate team efforts in support of all GUH culture, goals and objectives including Research and Development initiatives, events and priorities:

- Use language, and lead with intention to create one GUH team in support of the vital mission to serve students.
- Participate in and make decisions in support of the entire GUH team first, to be a good team player and model the culture desired by all.

**Desirable Skills and Qualifications:**

- Earned a Bachelor degree in related field (Education, Psychology) and Master degree preferred.
- Possess at least five years of experience combined in Program Director and Program Manager roles.
- Show commitment to the GUH cause in experience, background and articulated desire to serve.
- Work collaboratively as a peer and team member in a positive, energizing manner to contribute to the overall miss of GUH.
- Build enduring relationships across industries and with key partners as demonstrated by references.
- Ability to lead and engage a team as well as select, train and develop talent to be optimally engaged and perform as evidenced by direct report references.
- Demonstrate communications, media and presentation experience is a must related to representing a nonprofit organization.
- Model cultural competency to work with diverse constituents utilizing inclusive behavior.
- Lead with proficient business, operational and financial acumen as indicated by balanced budgets and examples of financial responsibilities.
- Create work product that indicates adequate technology understanding and skills that are efficient, timely and reflection of current technology utilization.
- Must have a valid Ohio/Kentucky driver's license and have reliable transportation as driving from location to location will be required.

Applicants should submit a resume and references to:

Dr. Keith Kline – Executive Director  
[keith.kline@grantushope.org](mailto:keith.kline@grantushope.org)  
4010 Executive Park Dr.  
Suite 4010  
Cincinnati, OH 45241

Compensation will be commensurate with qualifications and experience.

Position will remain open until filled.

Grant Us Hope is an Equal Opportunity Employer. GUH does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.