

## Job Posting

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<b>Position:</b>	Director of Adult Programs
<b>Department:</b>	Adult Programs
<b>Location:</b>	4 Science Park, New Haven, Connecticut
<b>Hours:</b>	Monday-Friday 9am-5pm (including some nights and weekends)
<b>Reports to:</b>	Chief Operating Officer
<b>Salary:</b>	70k-75k

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### OVERVIEW:

The Connecticut Center for Arts and Technology (ConnCAT) is a nonprofit organization based in the Newhallville section of New Haven. Our mission is to inspire, motivate, and prepare youth and adults for educational and career advancement.

### POSITION SUMMARY:

This position will focus on daily programmatic oversight. The candidate will be responsible for following and contributing to the implementation of ConnCAT mission and vision by guiding and supporting adult program staff.

### ESSENTIAL DUTIES:

- Supervises all aspects of adult programs and special events
- Understands and responds to current and future trends in adult programs including all areas of recruitment, retention, and market relevance
- Creates program plans and works with various community partners to ensure appropriate program outcomes and on-time, on-budget program delivery
- Drives execution, delivery and results for the program partnering with critical internal and external stakeholders.
- Ensures collaborative cross-functional project team participation to ensure work efforts are executed on time, within budget.
- Owns responsibility for all implementation tasks and ongoing services related to adult programs.
- Oversees the development of work plans, milestones, and deliverables
- Provides effective leadership and governance for the program, including executive steering committees and status reporting
- Effectively engages in the critical components of each initiative to understand progress, provide guidance where needed, and ensure adherence to plans, schedules, guidelines and performance expectations
- Supports each initiative by ensuring that decisions within a project are consistent across the program
- Establishes appropriate management processes and monitors program effectiveness.
- Manages schedules work assignment of adult program instructors
- Trains and supervises individuals in positions relating to program area responsibilities
- Responsible for the recruitment and direction of volunteers
- Set comprehensive goals for performance and growth of adult program staff
- Evaluate ConnCAT adult program performance by analyzing and interpreting data and metrics

- Produce reports to the CEO in all matters of importance
- Assist in organizational fundraising ventures

**EDUCATION:**

- A Bachelor's degree is required. An advanced degree is preferred

**EXPERIENCE:**

- Minimum of 5 years in non-profit organization
- 2-3 years of high demand project management, or equivalent combination of education and experience

**SKILLS:**

- Advanced knowledge of MS Office Suite applications
- Effective written and verbal communications
- Excellent organizational and interpersonal skills
- Must be able to multi-task and handle multiple projects under tight deadlines
- Leadership and development
- Team building
- Problem Solving
- Planning
- Organizing
- Innovation

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Under Connecticut law, Connecticut Center for Arts and Technology (ConnCAT) is an "At-Will" employer. Accordingly, the duration of an employee's tenure with Connecticut Center for Arts and Technology can be ended at the discretion of either Connecticut Center for Arts and Technology (ConnCAT) Board of Directors or the involved employee.

**To apply:** Send resume to [hr@conncat.org](mailto:hr@conncat.org)