



## Director of Programs

### *Working from the Inside Out to Transform Educators and Elevate Black Joy*

Trajectory of Hope (ToH) exists to create a more just and equitable society. We work from the inside out to demystify how the legacy of racism and injustice in America impacts Black, Indigenous and People of Color (BIPOC) and other marginalized communities. We work with educational agencies and organizations to uncover implicit bias, by facilitating space for critical reflection and dialogue, affinity groups, and healing circles. We are experts in facilitating restorative conversations and driving critical discourse about racial equity that promotes reconciliation, internal change and ultimately transforms external behavior. Trajectory of Hope empowers leaders and critical stakeholders working within school districts and non-profit organizations to dismantle the oppressive structures that uphold systemic racism in order to fuel institutional change.

### **JOB SUMMARY**

In collaboration with Yale Center for Emotional Intelligence (YCEI), and ToH Leadership Team, the Director of Programs will be responsible for overseeing and managing Trajectory of Hope programs and initiatives. They will also work closely with the executive leadership team to ensure that programs are meeting the program objectives, while also being responsible for tracking and reporting on program outcomes and making recommendations for improvement. In addition, the Director of Programs will be responsible for building and maintaining relationships with external partners and stakeholders to further the reach and impact of ToH's programs. This work aims to support educators, school leaders, and staff to ensure that all BIPOC students and families experience safety, acceptance, and belonging; By way of ToH's programming and the use of SEL innovative assessment tools. The Director will also be involved in grant writing to support ToH's programs. Overall, the Director of Programs plays a critical role in the success of ToH by ensuring that services are well-managed, aligned with its mission, and able to achieve their desired outcomes.

We are a small, entrepreneurial team looking for someone who thrives in working in a flexible environment which encourages creativity, autonomy, collaboration, and excellence. Director of Programs is a full-time role that is currently funded through a grant until December 1, 2024. There is a possibility that the grant will be extended or renewed. It is a dynamic, multi-part position and will support ToH in a variety of areas.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

***Reporting to the Chief Operations Offices and working closely with other ToH leadership team members to support the mission, and vision of TOH, the essential responsibilities of the Director of Programs position include:***

### **PHILOSOPHICAL APPROACH**

- Believe in and enact an anti-racist, anti-bias, equitable, and critical approach in all duties and activities.
- Take a whole person approach when working with people, emphasizing that people are multifaceted and unique, appreciating differences.



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### DIRECTOR APPROACH

#### Leadership and Supervision:

- Train and supervise program staff and provide ongoing guidance and support.
- Provide leadership and direction to program staff, ensuring their alignment with Trajectory of Hope goals and objectives.
- Foster a positive and collaborative work environment that encourages professional growth and teamwork.

#### Services and Programming:

- Work directly with school leaders, teachers, and support staff to integrate SEL and racial equity programming into instruction, aligned with educational goals and vision.
- Support development and maintenance of program materials, including curriculum, lesson plans, and promotional materials.
- Facilitate SEL assessment implementation and provide racial equity framework to support analysis of data.
- Draft compelling progress reports and targeted program updates (e.g., blog posts, press releases, social media posts) to funders and clients, capturing programmatic success.

#### Grant Development:

- Write and prepare grant proposals, including research proposals and project proposals.
- Research potential funders and stay informed about changes to funding priorities or requirements.

#### Research and Analysis:

- Support the development of research analysis contributing to the dissemination of findings and effective practices for fulfilling the Trajectory of Hope's vision.
- Use data from tools to enhance school culture and climate and inform social-emotional, culturally responsive, and anti-biased programming and approaches.

### COLLABORATION WITHIN THE TOH COMMUNITY

- Collaborate with the Trajectory of Hope leadership team and communicate program goals and progress.
- Foster a positive and inclusive program culture by promoting teamwork.
- Other ToH duties as appropriate and assigned

### QUALIFICATIONS

#### 1) Required experience, skills & abilities:

- Minimum of 3+ years professional experience in Diversity, Equity Inclusion and/or SEL and K-12 education.
- 5 years educational leadership experience (classroom teaching and/or coaching) in a variety of settings or grades



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- Extensive understanding of SEL competencies
- Utilizing a racial equity lens/approach and fostering cultural responsiveness in a school environment.
- Demonstrated ability to develop scope and sequence and pacing calendars.
- Demonstrated ability to be well-organized, and experience with creating and implementing documentation systems.
- Experience planning and conducting meetings professional development; and facilitation and training methodologies to large groups
- Flexible and capable of effectively multi-tasking and working in a fast paced environment.
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently and collaborate effectively as a member of a team.
- Demonstrated dedication to Trajectory of Hope mission and ability to represent the ToH in interaction with principals, school staff, students, partners and families.
- Motivated by ToH's vision and mission.

### 2) Educational level:

- M.A./M.S. Degree required in related fields of education, and social science
- Ph.D./ Ed.D. degree preferred

### LOCATION

This is a hybrid position, with 75% of the time spent at various school sites in Los Angeles County. The ideal candidate should reside in Southern California and have the flexibility to visit Los Angeles on a weekly basis.

### COMPENSATION

Trajectory of Hope offers a salary range of 85k-100k and benefits

- The standard work schedule is Monday to Friday, consisting of an 8-hour day. However, there may be occasional events or conferences related to Trajectory of Hope that require evening and weekend availability.
- We strive to promote a work-life balance — many teammates work remotely and have significant control over setting the work calendar.
- We offer generous medical, dental and vision
- Please complete the application [Here](#)

**If have any questions, please email Dr. troya I. ellis**

[troya.ellis@trajectoryofhope.com](mailto:troya.ellis@trajectoryofhope.com)