



**JOB DESCRIPTION**

**Title:** Senior Program Director  
**Department:** Executive Director’s Office  
**Reports to:** The PRAA Executive Director

**Introduction:** "Are you passionate about fostering creativity and cultural enrichment within K-12 schools and the broader Chicago community? The Puerto Rican Arts Alliance in Chicago is searching for a vibrant and compassionate Senior Program Director to lead our dynamic music, arts and cultural programs. If you're ready to innovate, inspire, and make a meaningful impact in the music, arts and K-12 education landscape, we want to hear from you!"

**Job Summary:** Reporting directly to the Executive Director, the Senior Program Director at the Puerto Rican Arts Alliance will have responsibility over a broad range of programmatic areas including arts education, music education and key cultural programmatic events. This position provides innovative and collaborative leadership to ensure that programmatic goals and initiatives are met and align with the organizations overall mission and strategic growth plan. This position will lead the creation and implementation of effective quality music, studio arts, and performing arts education programs as well as supervise existing programs. The successful candidate will be a strategic thinker with an entrepreneurship mindset, a team player and results-oriented leader with a track record of success – setting clear expectations, inspiring people, collaborating across the organization, engaging with key community and school partners, and managing teams effectively. This individual must show evidence of a deep appreciation for teaching, learning, diversity, inclusion, community engagement, music, arts and cultural events.

**Essential Responsibilities:**

% time	Description
25	The Senior Program Director supervises a dynamic team of professionals responsible for program implementation and service to our school and community partners. Providing consistent levels of guidance, support, and engagement in order to maintain a strong team culture and ensure the successful achievement of both team and organizational goals. The Senior Program Director will support, guide and supervise the Senior Manager of Music Programs, The Director of the Studio Arts & Exhibitions Programs, and lead the 21 <sup>st</sup> Century Community Learning Center Grant. It encompasses the management of high-quality out-of-school programs at four Chicago Public school sites, delivering academic support, health and wellness activities, and cultural enrichment to students. Supervising, observing, and coaching afterschool and summer program staff for ongoing improvement is paramount.
10	The Senior Program Director will work in collaboration with the Executive Director and the PRAA Leadership team to implement the following performing arts/cultural activities: The Annual National Cuatro Festival, Desde Mi Barrio Concert Series, The Baila Conmigo Concert Series, The Navy Pier Noche Caribeña Annual Concert, The Annual Felisa Rincón de Gautier Award Ceremony, and The Annual National Coquito Festival.

5	The Senior Program Director will collaborate with the Executive Director and the PRAA outreach and marketing team along with community partners to identify existing and emerging market needs for new programs and/or the transformation of existing programs.
10	The Senior Program Director will lead, coordinate and plan an annual, comprehensive program review process by engaging the Program Directors and program stakeholders in data-informed reviews focused on continuous improvement efforts through data analysis, recommendations, and facilitation of transparent discussions in improving programs. These discussions and data will assist in the annual reports needed to fulfill our grants funding and philanthropic reporting obligations.
10	The Senior Program Director will be a key thought partner and essential collaborator with the Executive Director and program staff, this role ensures that all programs contribute effectively to the vitality and long-term goals of the organization. The Senior Program Director serves as a model for staff, fostering a healthy, stimulating, and productive work environment where all stakeholders can thrive. Additionally, this position actively participates in staff leadership meetings, collaborating with key personnel. The Senior Program Director Serves as a central point of contact, it offers support to staff in overcoming challenges and seizing opportunities.
10	The Senior Program Director will collaborate closely with the accounting department, this role is responsible for monitoring and reporting on the financial well-being of the education and grant programs in a timely manner.
10	The Senior Program Director collaborates in supporting both internal fundraising strategies and external representation of PRAA, in collaboration with the Executive Director and the PRAA Development Team. This entails collaborating with the Development Director and Executive Director to craft and execute a robust development strategy encompassing major gifts, special campaigns, events, individual contributions, and corporate, foundation, and civic support. It includes participating in writing key grants in collaboration with the Development Director and other partners.
10	The Senior Program Director will collaborate with the Marketing and Communications Coordinator to devise a cohesive marketing and communications plan, maintaining consistency in PRAA's messaging across all platforms, elevating the awareness of PRAA's education programming and events.
5	The Senior Program Director must remain flexible to support or lead emergent priorities and projects as needed.
5	The Senior Program Director maintains knowledge of current trends, issues, technologies, and processes in cultural non-profit organizations by researching applicable literature, programs, and services, and attending seminars and conferences.

**Job Specific Competencies:**

<b>Competency</b>	<b>Description</b>
Building Team Environment/Team Orientation	Establishes an environment that creates incentives for, and eliminates barriers to, a team environment. For example, articulates common goals, communicates how individual roles contribute to team success, and provides both clear direction and sufficient resources while removing or reducing obstacles to team success.
Results Oriented/Timely	Achieves results within established timelines. Understands and demonstrates that intentions, activities, and results are not the same. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results.
Relationship Building / Networking	Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet the needs of individuals at various organizational levels and to meet the needs of clients/partners. Forms alliances by demonstrating concern and respect for others, as well as by highlighting common interests and aspirations. Leave others feeling that he/she will be a trusted ally and is careful to act in ways that reinforces that trust over time.

Job Skills/ Job-Specific Knowledge	Possesses sufficient job skills and knowledge to perform the job competently. Is confident and can demonstrate skills and knowledge in day-to-day situations.
Strategic Thinking	Analyzes organizational strengths and weaknesses and then combines these with knowledge of the industry, market, and organization to develop a long-term strategy and assist in growing the organization.
Innovative Thinking	Seeks new and innovative approaches that will improve efficiency. Embraces and champions new ideas and encourages others to do likewise. Recognizes and rewards people and teams who are creative and innovative.
Solving Problems	Takes a proactive approach to anticipating and preventing problems. When problems occur, defines those problems, investigates obstacles, gathers relevant information, decides whether solving the problem should be a group decision, generates and analyzes alternate solutions and arrives at a workable solution.
Flexibility	Adjusts quickly and effectively to changing conditions and demands. Discusses change as a necessary and inevitable aspect of organizational life as well as an opportunity to learn new things. Has a similar view and approach to potentially stressful situations. Invests personal energy toward accepting and adapting to change that others use toward resisting or resenting it.
Community Engagement/Outreach	The ability to effectively interact with community members, stakeholders, and organizations to build relationships, foster collaboration, and promote the organization's goals and initiatives. It involves being proactive in seeking out opportunities for engagement, actively participating in community events, and representing the organization in a positive and visible manner. Strong communication skills, networking abilities, and a genuine interest in connecting with diverse community members are essential for success in this competency.
Public Speaking	Given the multiple large-scale events that PRAA hosts, there will be times with the Senior Program Director will need to address and speak to large audiences. Public speaking is a vital skill encompassing the ability to communicate effectively and confidently in front of an audience. Strong public speaking skills entail the capacity to organize thoughts coherently, adapt to various audiences and settings, and deliver presentations with conviction and impact.

#### Core Competencies:

Competency	Description
Detail orientation/ Quality Focus	Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high-quality work and encourages others to have similar standards.
Ethics, Integrity, Values	Demonstrates an unwavering commitment to do what is ethically "right". Consistently tells the truth unless doing so would violate confidentiality or compromise the safety or privacy rights of students or others. Behaves in a manner fully consistent with stated intentions and commitments, even when there is no one to witness activities.
Communication	Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks clearly and credibly, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Able to speak in front of large audiences confidently and clearly.
Ability to Learn New Skills /Learning/Growth Ability	Tends to learn new skills quickly on his/her own AND apply them both quickly and effectively to work situations.
Sensitivity/Compassion	Shows genuine sensitivity to the needs, feelings, and capabilities of other people. Deals with others in a pleasant manner. Treats others with respect and consideration.
Team Orientation	Establishes an environment that creates incentives for, and eliminates barriers to, a team environment. For example, articulates common goals, communicates how individual

roles contribute to team success, and provides both clear direction and sufficient resources while removing or reducing obstacles to team success.

**Essential Skills/ Experiences:**

Level	Required Minimal Experience
5 years	Experience in education program leadership or related administrative experience relevant to non-profit grant funded programming within K-12 Schools and or cultural organizations.
3-5 years	Experience in fundraising for education and cultural programming (including grant writing and budgeting)
5 years	Effective management and leadership skills. Demonstrated expertise in working with various internal and external constituencies. Leading grant funded programming and supervising managers and directors.
3-5 years	Keeps informed about education and cultural programming market conditions, competitive information, and political factors that may impact the goals and interests of the organization. Uses good judgment about when to share external information as well as who should be informed. Stays up-to-date on trends and projections and sees what is on the horizon.
3-5 years	Understands the internal climate of the organization, including the most productive channels of communication, and make use of the appropriate communication channels to achieve goals and objectives (familiarity with Microsoft Teams and Google tools). Be thoughtful and exercise good judgment when selecting strategies for accomplishing tasks that will strengthen the long-term standing of the institution.
3-5 years	Is a visible leader committed to an enterprise mindset focused on the growth and success of the organization and the communities, students and families it serves.

**Qualifications**

The ideal candidate will thrive in a fast-paced and dynamic environment and will seamlessly work with the Puerto Rican Arts Alliance diverse internal and external stakeholders.

Specific requirements include:

- Ability to speak Spanish (bilingual and bicultural) and a appreciation, understanding and knowledge of the Puerto Rican culture and music.
- Experience in relationship building among artists and culture leaders locally, nationally and in Puerto Rico preferred.
- Minimum five years of experience in understanding non-profit management with exposure to multiple aspects of non-profit organizations.
- Commitment to the Puerto Rican Arts Alliance’s mission and the desire to support music education, visual artists education and exhibits, and large-scale cultural concerts and events.
- Relationship building with local organizations, corporate relationships and elected officials.
- Preference to work in a “small shop”, where one wears multiple hats and needs to be nimble and creative every day.
- Ready to be a visible leader. This job requires a vehicle and a lot of traveling between schools, the center and various venues across the city of Chicago.
- Confidence in presentation and communication skills to large audiences.
- Aptitude for participating in all aspects of the fundraising process.
- Strong strategic thinking skills, with the ability to marry long-term vision and plans into actionable steps.
- Strong listening and team-development skills.
- Proven experience in creating and maintaining relationships with diverse stakeholders.
- Excellent copyediting, proofreading, and writing skills.
- Organization and planning skills; ability to communicate effectively both verbally and written; results orientation; innovative thinker; initiative; highly ethical.
- Available and flexible to work evening hours and weekends
- Desire to work collaboratively

**Education:**

Level/Degree: Master's Degree or above preferred  
Other comments:

**Work Environment/Physical Demands/Travel Requirements:**

Senior leaders at PRAA are expected to be visible and engaged with colleagues. While some remote options may be available for staff and other team members, senior leaders at PRAA are expected to have a consistent physical presence at the center's main campus, at the schools we partner with, and at our events and cultural performances.

*This position description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.*

**Application Process:**

Submit a letter of interest along with your Resume or CV for consideration to [Carlos@PRAAChicago.org](mailto:Carlos@PRAAChicago.org) AND [Ignacio@PRAAChicago.org](mailto:Ignacio@PRAAChicago.org)

*Preparing Your Documents:*

- Letter of Interest: Your letter should highlight your relevant experience, skills, and why you are interested in this position.
- Resume/CV: Your resume or CV should detail your work history, education, and any pertinent accomplishments or qualifications.

**Submission Method and Timeline:**

- Email your documents to [Carlos@PRAAChicago.org](mailto:Carlos@PRAAChicago.org) AND [Ignacio@PRAAChicago.org](mailto:Ignacio@PRAAChicago.org)
- Include "Senior Program Director Application – Your Full Name" in the subject line of your email.
- ***Deadline:*** All application materials must be submitted by August 16<sup>th</sup> 2024