

Director of Programs Job Description

Starkloff Disability Institute (SDI) seeks to hire a Director of Programs to lead its services to the community and serve as part of its Leadership Team. As Director of Programs, you will play a crucial role in overseeing the organization's direct services to youth and adults with disabilities and community education initiatives.

About Starkloff Disability Institute

SDI's mission is to build inclusion where we live, learn, work, and play through disability-led programs that advance economic opportunity and transform lives. We work to help disabled people thrive by acting on both sides of the problem:

- **Empowering Candidates:** Our candidate programs empower people with disabilities to take control of their careers and succeed in competitive professions. Through a range of programs targeting youth, college students, and adults, SDI teaches people with disabilities to step into their power as disabled professionals and equips them with the tools to thrive in the workplace.
- **Improving Systems:** Through corporate partnerships, community outreach, conferences, media, and more, SDI dispels myths and helps companies implement inclusive hiring and customer service practices. We use many approaches to teach people how common disability is, that it isn't something to fear or be uncomfortable with, and how they can be more welcoming.

Responsibilities & Essential Functions

The Director of Programs will be responsible for ensuring SDI's programs meet the needs of the disability community while keeping with SDI's mission and values. The essential functions of the role are to:

- Develop and oversee operational processes and budgets for SDI's programs, ensuring alignment with the organization's mission and values.
- Lead the development of evidence-based programs, including:
 - Pre-employment transition services for middle and high school-aged students with disabilities.
 - Employment and career development initiatives for adults with disabilities.
 - Disability-focused professional development, education, and consulting programs for human resources, DEIA, and architecture and design professionals.
- Collaborate with program staff to monitor performance and identify opportunities for improvement, including the development of processes for data collection and analysis.
- Work with program staff and other stakeholders to create detailed program implementation plans, including timelines, milestones, and risk mitigation strategies.
- Assists program staff at off-site locations such as schools, community centers, and other venues throughout Greater St. Louis, as needed.
- Resolve issues and conflicts between program staff and other stakeholders, fostering a collaborative and inclusive working environment.
- Provide regular reports and updates to the SDI Leadership Team on program activities, outcomes, and challenges.
- Contribute to the development of strategic goals and objectives for the organization, aligning programs with broader organizational priorities.

- Stay informed about industry trends and best practices in disability advocacy and program management, incorporating new approaches to enhance organizational effectiveness.
- Apply principles of change, risk, and resource management as needed to support program success.

Qualifications

- Proven track record in nonprofit or social services program management, with experience leading diverse teams and overseeing complex initiatives.
- Strong understanding of current program management methods and best practices, with the ability to design and implement effective programs that meet the needs of the disability community.
- Experience managing staff and budgets, with demonstrated proficiency in data analysis and reporting.
- Effective problem-solving, negotiation, and communication skills, with the ability to build consensus and resolve conflicts among stakeholders.
- Familiarity with project management software, including Salesforce Lightning Experience CRM and Microsoft Office 365.

Preferred Skills

- A growth mindset and commitment to continuous learning and improvement.
- Ability to teach and train others with patience and empathy, fostering a culture of inclusion and accessibility.
- Strong critical thinking skills and the ability to convene diverse stakeholders to collaborate on shared goals.
- Intellectual curiosity and a positive attitude towards innovation and change.

Culture Fit

At SDI, we are dedicated to creating an inclusive and accessible environment where all individuals are valued and respected, regardless of race, ethnicity, gender identity, disability, age, religion, or socioeconomic background. We are committed to promoting diversity, equity, inclusion, and accessibility in all aspects of our work, and we seek candidates who share these values and are passionate about advancing our mission.

Compensation & Benefits

- Salary range: \$75,000 - \$90,000
- Comprehensive health insurance, including medical, dental, & vision
- 3 weeks of Paid Time Off
- 11 paid holidays
- 401(k) retirement plan

Work Environment

- Hybrid (based in St. Louis)
- In-person events throughout the St. Louis region.

Application Process

To apply, please submit a resume and cover letter highlighting your relevant skills, experiences, and what interests you about Starkloff Disability Institute to Brian Chao at bchao@starkloff.org.

SDI is committed to the highest standard of disability inclusion and accessibility, if you need any assistance or wish to request accommodations, please email Brian Chao at bchao@starkloff.org. Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.