National Programs Manager
National Black Child Development Institute

For 50 years, the National Black Child Development Institute (NBCDI) has been at the forefront of engaging leaders, policymakers, professionals, parents, and caregivers around critical and timely issues that directly impact Black children and families. We are a trusted partner in delivering culturally relevant resources that respond to the unique strengths and needs of Black children around issues, including early childhood education, health and wellness, literacy, family engagement, and child welfare. With the support of our National Affiliate Network, we are committed to our mission “to improve and advance the quality of life for Black children and families through education and advocacy.”

Position

The National Programs Manager will be responsible for designing, implementing, and evaluating evidence-based, strengths-based, and culturally responsive programs in the areas of early childhood education, health and wellness, literacy, and family engagement. Reporting to the Senior Director of Programs, the National Programs Manager will provide direct support to the NBCDI Training Institute while supervising the implementation and evaluation of direct service programs across Affiliate communities and developing relevant program resources and materials.

Primary Responsibilities

- Manage the development, implementation, and evaluation of evidence-based, strengths-based, and culturally responsive programming in the areas of early childhood education, health and wellness, literacy, and family engagement.
- Inform and execute programmatic enhancements and expansions.
- Inform and track measurable inputs, outputs, and outcomes to ensure programmatic goals and objectives are being met or exceeded for robust implementation and reporting to funders and other stakeholders.
- Facilitate the development and distribution of high-quality tools, templates, resources, and publications designed to support and enhance program implementation and training.
- Manage consultants and staff throughout the development, implementation, and evaluation of programs, curricula, and resources.
- Support the integration of program and policy work across NBCDI’s programs, initiatives, and events within the NBCDI National Affiliate Network and other communities. This work will include providing resources to Affiliates to assist with establishing a plan for advancing a prenatal to age three (PN-3) agenda at the local, state, and national levels.
- Develop high-quality grant proposals and reports for NBCDI programs, initiatives, and events.
- Establish, maintain, and strengthen prospective and existing partnerships with corporations, organizations, agencies, and/or individuals to further enhance the development, implementation, and evaluation of NBCDI programs, initiatives, and events.
- Serve as a programmatic liaison for external partners, funders, and the NBCDI National Affiliate Network.
• Represent NBCDI at national, state, and local convenings.
• Collaborate with staff to ensure effective and ongoing engagement with the NBCDI National Affiliate Network.
• Support the development and execution of NBCDI’s convenings, including NBCDI’s Annual Conference and National Black Child Development Week.
• Perform other duties as assigned by NBCDI senior leadership.

Qualifications

With a strong and demonstrated commitment to NBCDI’s mission and vision, the National Programs Manager will be a strategic, diligent, and results-oriented professional with a high level of programmatic expertise, flexibility, creativity, and innovation. They will also have:

• Experience in maternal and child health, early childhood education, and family engagement while possessing strong knowledge and insight into the learning and development of newborns, infants, and toddlers across the prenatal to age three (PN-3) continuum is strongly preferred.
• Experience with program development, implementation, and evaluation, preferably including direct service experience with Black families with children (birth to age eight).
• Experience developing and implementing program training systems and processes.
• Experience facilitating program trainings and providing technical assistance to families, educators, school administrators, and/or staff.
• An unwavering commitment to excellence and solutions-based, outcomes-driven strategies with strong problem-solving skills.
• A high comfort level with issues regarding race, culture, and class.
• A strong commitment to strengths-based, culturally responsive practices and approaches that support and advance Black children, families, and communities.
• Excellent written and verbal communication skills. Experience writing grants and funder reports is preferred.
• A demonstrated ability to successfully partner and communicate with diverse groups, including external partners and funders (including national, state, and local corporations and organizations), NBCDI Affiliate leaders and members, families, educators, school administrators, policymakers and advocates, other community stakeholders, and NBCDI staff.
• A minimum of a bachelor’s degree in education, public health, program administration, or a related field. A master’s degree is preferred.

Please send all resumes to CRountree@nbcdi.org