Regional Manager – Job Description

Reports To: VP US Programs
Hours: Full Time
Location: Bay Area, CA

To Apply: Please send resume and cover letter to CAjobs@buildon.org

Overview of the Organization
buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through education and service. The mission of buildOn is to enhance education and empower youth in the U.S. to make a positive difference in their communities while helping people of developing countries increase their self-reliance through education. buildOn runs after school programming for 3975 high school students across the US and has built over 611 primary schools worldwide in the last 20 years.

Overview of the Role
The Regional Manager will oversee US Programming for all of the Bay Area. Within this role, the qualified candidate will manage and support a team of youth development professionals in San Francisco and Oakland to run the buildOn program in all partner high schools. As staff are based full time in their partner schools, the Regional Manager is responsible for remote support, extensive regional travel for coaching and observation and for gaining a deep understanding of the environments and communities in which we work. In addition, the Regional Manager will directly run one of our service & education programs in 1 partner school (1-2 days per week). The Regional Manager is in charge of overseeing all operations of US Programs for their region which includes, but is not limited to: financial oversight, maintaining relationships with school systems, building new service and community partnerships, coordinating office logistics & working closely with all departments in buildOn to ensure the success of the organization.

Key Responsibilities
- Oversee the program activities for all regional programs, including the core activities: service, sponsorship, global education and leadership development for youth.
- Supervise 5 Full Time Program staff in their efforts to recruit, motivate and retain buildOn members to reach buildOn program goals.
- Supervise all regional program events: weekend and on-going service projects, Regional Service Projects, Program Summits, and Year End Celebration.
- Work directly with CA buildOn students in buildOn programs. Specifically, supervise a buildOn Service and Education program weekly at 1 partner school.
- Monitor and submit weekly Key Performance Indicator data through Salesforce.
Manage and track regional program budget.
Explore additional buildOn partner schools for future expansion efforts as outlined in the strategic plan.
Manage annual Impact Evaluation for full region.
Recruitment, Hiring, Onboarding, Support and Coaching of all Program staff.
Develop and implement professional development for program team.
Work closely with other Regional Program Managers to assess, grow and improve U.S. programs.
Perform other duties as assigned by manager.

Key Requirements
buildOn seeks a results oriented, entrepreneurial professional with creativity, drive, and leadership skills to manage and grow regional programs.
The qualified candidate must demonstrate significant accomplishments as a manager, and must have a minimum of five years of management experience, preferably in the not-for-profit sector.
The candidate must have considerable knowledge in the field of Youth Development and Service Learning and should have experience providing training and professional development for staff.
Have good knowledge of the Public School System as well as some familiarity with the Non-Profit Sector in the region.
Relevant 4 year degree
Strong leadership, strategic thinking, initiative, problem solving skills and creative ability desired
Ability to adapt to a flexible, fast-paced and dynamic work environment & a team player and positive attitude is a must
Experience living and working the Public School System in the Bay Area
Must be willing to work a minimum of 1 Saturday a month