



## **JOB DESCRIPTION**

### **Program Development Manager – Washington, DC**

#### **TO APPLY**

Interested candidates should submit a resume along with a cover letter explaining why they would like to take on this position, to Kip O'Rourke Brown, Senior Program Director of Play Rugby USA [kip.brown@playrugbyusa.com](mailto:kip.brown@playrugbyusa.com), copying Brian Mihelic of Washington DC Youth Rugby [brian.mihelic@gmail.com](mailto:brian.mihelic@gmail.com) by Wednesday, February 22, 2017.

#### **Position Description**

Employed initially half-time (for one year) by Play Rugby USA (PRUSA) working in cooperation with Washington DC Youth Rugby (WDCYR), the Program Development Manager (PDM) will be responsible for managing existing DC flag rugby program relationships and expanding participation by DC elementary and middle schools and recreation centers while championing the Rugby4Good coaching philosophy.

#### **Reports to:**

- ✓ Play Rugby USA Program Director

#### **Key Relationships:**

- ✓ Play Rugby USA staff
- ✓ Washington DC Youth Rugby
- ✓ Community stakeholders - elementary and middle school coaching staff, teachers, youth participants and families.
- ✓ Department of Education and DC Parks & Recreation administrative offices and staff.

#### **Position Purpose**

- ✓ Manage existing and grow new the DC flag rugby programs with elementary and middle schools, and DC Parks & Recreation Centers.
- ✓ Implement Train-the-Trainer sessions with local coaches and partner organizations.
- ✓ Generate new revenue for the DC Flag rugby program initiatives.
- ✓ Maintain an ongoing positive relationship with Washington DC Youth Rugby.

## **General Responsibilities**

- ✓ Organizational Representation
- ✓ Youth Leadership & Coaching
- ✓ Advocacy and Outreach
- ✓ Strategic Planning (while working independently with limited supervision)

### **I. Program Management:**

- ✓ Grow DC flag rugby programs by recruiting, training, evaluating and supporting coaches and youth participants, while establishing and maintaining positive working relationships with colleagues, donors and community members.
- ✓ Manage delivery of the Play Rugby USA curriculum with DC flag rugby participants by organizing Rugby4Good training workshops (minimum 2 per year).
- ✓ Ensure effective delivery of community events such as tournaments, clinics, and youth camps.
- ✓ Oversee measurement and evaluation process to ensure appropriate metrics are obtained, using resources and following protocols provided by PRUSA.
- ✓ Maximize DC flag rugby program opportunities by partnering with other youth development organizations, schools, rugby clubs and local colleges.
- ✓ Occasionally coach/train DC flag rugby teams in a support role/back-up basis.

### **II. Program Development:**

Program Development is the primary function of the role, which is anticipated to be split roughly 80/10/10 between:

- ✓ Partnership & Stakeholder Development: Proactively promote PRUSA and WDCYR missions; maintain existing (20 programs) and develop new partnerships with elementary and middle schools and recreation centers; develop partnerships with broader stakeholder community.
- ✓ Donor Engagement: Cultivate individual donor, foundation and corporate relationships for the purpose of building up a broader donor base.
- ✓ Marketing & Communications: Maintain professional, innovative and positive image of PRUSA and WDCYR; participate in communications outreach.

### **III. Financial Program Management**

- ✓ Program Budget Oversight & Tracking: Manage DC flag rugby programs within designated budget while reviewing monthly budget-to-actual spending.
- ✓ Invoicing, Payables & Receivables: Manage ongoing invoicing and revenue collection in cooperation with PRUSA.

### **Qualifications and requirements:**

- ✓ Experience working within a youth development organization and/or rugby coaching environment.
- ✓ Public speaking ability to articulate vision and mission to prospective school partners and funders.
- ✓ Experience and competencies in working in a multiracial, multicultural environment.
- ✓ Relationship management skills with enthusiastic style capable of motivating others.
- ✓ Experience in fostering a team approach to youth development and creating collaboration among partner organizations.
- ✓ Ability to receive first Aid and CPR certifications.
- ✓ Basic budgeting and bookkeeping experience.

### **Desirable**

- ✓ A 4-year college degree.
- ✓ Grant writing and donor relations experience.
- ✓ Foreign language skills such as Spanish.