



BAY AREA URBAN DEBATE LEAGUE

Program Director Position Description

The Bay Area Urban Debate League (BAUDL) seeks to hire an energetic and devoted full-time Program Director to contribute to the growth of an organization during an exciting phase of strategic and programmatic development. The position is rich with diverse opportunities in non-profit administration, education, and community development. It offers a chance to know and serve the young people of the San Francisco Bay Area through taking a leadership role in developing and implementing a uniquely transformative program.

The BAUDL is a nonprofit organization that partners with school districts in the San Francisco Bay Area to bring the benefits of academic debate to underresourced inner-city high schools. To this end, the Program Director plays an essential role in the daily and long-term logistics of the organization, supported by committed volunteers and interns, an engaged board, and a full-time Executive Director. The responsibilities of the position can be divided into three areas: Operations, Development, and Community Engagement. Specific tasks may include:

Operations (50%)

- With the Executive Director, plan, prepare, and direct local debate tournaments.
- Support students by visiting local school sites and participating in practices.
- Foster relationships with partner schools by engaging in meetings with administration and teacher-coaches.
- Aid in the creation and development of curriculum and debate material for monthly student workshops and coach professional development.
- Recruit, train and coordinate volunteers to act as mentors in partner schools and/or judge at debate tournaments.
- Maintain databases of school contacts and student information.

Development (25%)

- Update and maintain donor information on databases in Microsoft Excel and on Salesforce.com.
- Track donor activity, record donations, and help maintain contact with contributors.
- Assist in planning and executing donation mailing campaigns, fundraisers, and high-visibility public events.
- Explore national and local grants and foundations and contribute to proposal writing process through research and editing.

Community Engagement (25%)

- Outreach to community organizations for partnership and collaboration.
- Help write and publish press releases to engage local and national media outlets.
- Locate and write stories of interest on BAUDL website to cultivate interest in current students and the greater community.
- Draft regular, quarterly newsblasts to be sent, via e-mail, to BAUDL supporters.

Minimum Job Qualifications:

- Relevant work experience, preferably in a non-profit, administrative, or educational capacity.
- Excellent written and verbal communication skills.
- Experience working with diverse populations and urban youth.
- Dedication to improving urban education and building youth voice.
- Willingness to work some weekends, including debate tournaments.

Preferable Job Qualifications:

- Competitive debate/coaching experience.
- BA, BS or equivalent four-year degree.
- Familiarity with local landscape of schools and community organizations.
- Access to reliable transportation/vehicle highly desirable.

Compensation

The BAUDL will offer competitive compensation based on the successful candidate's experience and qualifications. The BAUDL expects to provide health benefits as part of the compensation package.

Application Process

Responsibilities will begin on August 1st, 2010. Interested candidates should send resume/CV and cover letter to Dmitri Seals at dseals@baudl.org. Please include "BAUDL Program Director Application" in the subject line. Deadline for applications is July 23, 2010.