



<b>Job Title</b>	<b>Director of Training and Program Development</b>
<b>Classification</b>	<b>Exempt; Full-Time</b>
<b>Location</b>	<b>Hybrid (in Person and Remote)</b>
<b>Reports To</b>	<b>Executive Director</b>

The Mentoring Partnership of Southwestern Pennsylvania (TMP) serves as the lead resource for mentoring in Western PA. We advance mentoring and provide technical assistance and training to more than 150 local mentoring programs and thousands of mentors. We work to ignite community involvement, strengthen programs, and empower all youth to succeed in life.

**Position Summary** The Director of Training and Program Development will work with mentoring programs, youth program leaders, school administrators, and volunteers to ensure that high-quality mentoring is available and provided to youth in Western PA. Key focus areas for this position are program development and training for staff and volunteers, and the ability to deliver services through new and existing programs.

### Responsibilities

- Serve as a source of professional expertise on mentoring, youth development and program development.
- Develop and manage all educational and support activities that enhance local mentoring programs, including training and professional development and delivery of technical assistance; facilitate training as needed.
- Foster relationships with key community partners and advocate for best practices in mentoring in a wide variety of youth-serving organizations such as schools, libraries, after-school programs, faith-based orgs and sports leagues.
- Ability to analyze youth mentoring programs' organizational practices; offer advice and propose strategies to support their mentoring efforts.
- Hire, train and supervise staff (both full and part-time) to fulfill organizational objectives. Currently, 3 positions.
- Utilize evaluative tools to determine organizational impact on mentoring outcomes within the region; compile key findings to capture community trends and inform and drive continuous improvement of TMP services and work.
- Work with staff and Board of Directors to meet Strategic Goals of TMP; provide staff leadership to Program Committee, which focuses on 'Building the Capacity of Mentoring Programs' and 'Defining and Demonstrating Impact'.
- Assist with marketing, recruitment, and fund development activities, as needed.

**Education & Experience:** Bachelor's Degree as well as expertise in mentoring and youth development is required; Advanced education and/or certification is a plus.

**Successful Candidates** will be resourceful servant leaders with the ability to manage multiple projects, demonstrating exceptional attention to detail, a collaborative work style, strong project management skills and the ability to work with and through others to deliver trainings and technical assistance that support youth mentoring programs.

### Skill Requirements

- A min. of (5) years of experience in training, program development & delivery with at least (3) years of experience in a supervisory role, or an equivalent combination of training and experience
- Ability to work effectively with individuals from diverse backgrounds, with education and supervisory experience to manage the effectiveness of trainers, consultants and other agency representatives.
- Demonstrated excellence in training, public speaking, and effective communications (written and verbal).
- Broad knowledge and experience in youth development and programming and the development and administration of ongoing professional leadership activities.
- Proficiency with data management and technology applications, including Salesforce and Microsoft Office Suite.
- Self-motivated, organized and able to manage multiple tasks simultaneously.
- Commitment to DEI and ensuring programmatic services are inclusive.
- Ability to work flexible hours, including remote & in-person, some evening and weekend obligations.
- Strong organization and analytical skills needed to oversee successful implementation of program initiatives.
- Valid drivers license with reliable transportation.
- All clearances required by law for individuals working with children and in schools.

**Compensation and Benefits:** Salary will be commensurate with experience; the range for this position is \$59,000-\$65,000. Full-time employees are eligible for benefits including health, dental, vision, life insurance, short- and long-term disability and a generous PTO policy.

**To Apply** Please submit a resume with cover letter, and (3) references, to [resumes@mentoringpittsburgh.org](mailto:resumes@mentoringpittsburgh.org).