



THE CENTER FOR URBAN PEDAGOGY

CUP is seeking a Director of Programs

The Center for Urban Pedagogy (CUP) is seeking a Director of Programs to work on and oversee our core Community Education and Youth Education programs. This is an exciting new position that will support the implementation of CUP's recently completed strategic plan, which emphasizes a deepening of our work's impacts, an expansion of our efforts to share our methodologies with others, and a greater commitment to leadership development.

We are seeking a creative and energetic individual with experience in design and policy who wants to use design and art to contribute to meaningful social change.

About CUP

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement, particularly among historically under-represented communities.

CUP's work addresses the needs of communities struggling to make sense of the complex public policies and decision-making processes that impact their lives, from affordable housing to labor rights. By collaborating directly with communities to create accessible and visual explanations on issues important to them, CUP provides individuals with the tools to claim their rights, advocate for their needs, and fight for social justice.

For more information, visit CUP at: <http://welcometoCUP.org>

Director of Programs

The Director of Programs will lead CUP's Community Education and Youth Education programs, working on a broad range of projects directly, as well as overseeing and providing strategic guidance to the work of other program and administrative staff. As part of the organization's leadership team, the Director of Programs will also work closely with the Executive and Deputy Directors, and will report to the Executive Director.

We envision this role as a critical one in supporting the high quality of CUP's existing programming, while thinking strategically with our talented team about how to deepen the reach and impact of our work in meaningful ways. We imagine someone who is a great collaborator, likes to think about how organizations work, but is also excited to work on projects with our community partners.

Responsibilities:

Participate in shaping strategic direction

- The Director of Programs will be part of CUP's leadership team, and will contribute actively to the evaluation of existing and development of new strategies, approaches, and programs and the execution of CUP's strategic plan.
- They will represent CUP through public engagements and continued development of partnerships, and contribute to the growth of CUP's public reputation and presence locally

and nationally, particularly in support of our social and racial justice values.

Oversee programs

- The Director of Programs will lead CUP's Community Education and Youth Education programs, managing staff, contractors, interns, and volunteers; developing and managing budgets and workplans with staff; overseeing program execution and evaluation; and contributing to strategic opportunities for program evolution and growth.
- They will support CUP's continued growth through development of new partner relationships and securing new contracts in our Technical Assistance work.
- As a manager to entry- and mid-level staff, the Director of Programs will provide supportive guidance and leadership, helping staff to develop their own capacities as they take on increasing responsibility.

Work on projects

- The Director of Programs will collaborate on several projects each year in our Community Education programs (Making Policy Public, Public Access Design, and Technical Assistance), working directly with community organizations and designers to facilitate the creation of accessible, visual explanations of complex policy issues using CUP's community-engaged design methods.

Support CUP's development and growth

- The Director of Programs will engage actively in activities that help CUP to thrive, including strategic planning, fundraising (grants, events, appeals, etc), supporting the development of CUP's organizational infrastructure, and engaging in our work to continue to make our projects and our processes more directly anti-racist.

Who should apply?

Requirements for this position include:

Related Experience:

- A minimum of 7-10 years of work experience in a related field some of which must be shaping, managing, and implementing programs
 - Relevant fields may include public policy, government, communications design, service design, arts/culture/curatorial management, urban planning, as well as others, but the strongest applicants will demonstrate some ability to understand both design and policy
- Experience leading community-engaged design, human-centered design, or other participatory design processes
- Strong visual literacy, ideally experience practicing some field of design and/or artistic direction work
- Experience with/ability to understand public policy
- High level of proficiency with Adobe Creative Suite software, basic web applications, and Microsoft Office

Collaboration & Communications

- Ability to work with a broad range of partners in a variety of communities; particularly with a strong understanding of racial justice and an ability to engage respectfully with individuals from historically under-represented communities (whether or not you come from one yourself); our stakeholders and partners include members of many different communities,

community organizers, funders, government agencies, designers, teaching artists, and high school students

- Exceptional communication skills, including the ability to speak and write clearly and accessibly for multiple audiences
- The ability to explain complex issues

Management & Budgets

- Experience managing staff at various levels of experience, creating workplans (or using other project management tools such as staffing plans, projections, project management software, etc.)
- Experience managing and supporting multiple projects
- Experience managing program budgets

Interests & Other Qualifications

- Demonstrated commitment to social justice, and specifically to racial justice
- Interest in being part of a fast-paced, growing organization and contributing to strategic thinking
- Ideal candidate is friendly, fun, self-directed, extremely detail-oriented, and able to work in a collaborative environment with a broad range of partners
- Interest in youth education programs and project-based learning
- Superior administrative & time management skills

In addition, any of the following skills and experience are a plus:

- Familiarity with NYC community organizing landscape
- Fluency in another language, particularly Spanish
- Teaching experience, especially at the high school level
- Experience with new business development
- Experience with grant writing and reporting and managing funder relationships
- Experience art directing
- Digital UX/UI experience

Culture, Salary & Benefits

CUP is committed to fostering greater equity in the work we produce, the way we produce it, and the way we function as an organization. We seek to be an organization where people with different abilities and from different racial, ethnic, gender, and socioeconomic backgrounds can thrive together, and where our practices create opportunities, not barriers, to achieving greater social justice.

In support of our commitment to achieving greater social justice, CUP strives to be a healthy, positive, and sustainable place to work. To that end, we provide free health insurance benefits, professional development opportunities, and a reasonable work schedule that allows our staff to have a healthy life both inside and outside of work. We are also committed to working together as a staff to better understand issues of race, equity, and justice and to continue to further our own education on how we engage with and address those issues as individuals and as an organization. We ask all staff members to engage in continuous professional development, and use our annual review process to identify individual goals for each year.

This is a full-time, salaried position. Pay will be commensurate with experience. CUP is a 10-person organization with an annual budget of \$1.2 million.

Our office is based in Gowanus, Brooklyn, but we work with community partners all over New York City and travel throughout the five boroughs regularly. This position may also entail occasional travel outside of New York City. Normal staff hours are 10 am to 6 pm, but our work requires occasional evening and weekend events, such as launch events, workshops, presentations, and fundraisers.

Timeline & Selection Process

Applications will be reviewed on a rolling basis through noon Eastern time on Monday, July 30th.

CUP staff will review all complete applications and schedule interviews (to be conducted in-person or via Skype/Google Hangout) in August. Finalists may be asked to participate in a second interview and/or to complete a short assignment.

The successful applicant will be notified by early September.

How To Apply

If you are interested in the position, your application should include (in this order):

- A cover letter, in which you address why you are interested in this position, how your experience qualifies you for it, and why you would like to work at CUP
- A current resume
- A short writing sample (3 pages maximum), preferably on a topic relevant to CUP's work
- A list of 3 references, with contact information. (No need to provide letters!)

Please send all materials as a single PDF (max 5 MB) to apply@welcometoCUP.org. Include "Director of Programs" in the subject line.

Please note that we will NOT review applications that do not provide all requested materials. In addition we will not use links to access additional information that is not included directly in the PDF (this includes links to web-based portfolios).

No phone calls, please.

CUP is an equal opportunity employer. We are committed to fair and inclusive employment practices, and strongly encourage people of color, women, LGBTQ individuals, people with disabilities, and others who may contribute to the diversification of ideas to apply.