



Parent Institute for Quality Education Job Description

Job Title: Vice President of Program and Impact

Reports To: President and CEO

FLSA Status: Exempt

Salary Range: \$95,000-110,000

Join our TEAM! Career Opportunity.

[Parent Institute for Quality Education \(PIQE\)](#) is seeking an experienced, mission-driven applicant with a passion to achieve economic and social equity for all through education for the position of Vice President of Program and Impact. Reporting to the President and Chief Executive Officer, the VP of Program and Impact will be responsible for PIQE's curriculum and program development, evaluation, and programmatic partnerships. The position is an integral part of the leading the organizations overall strategic endeavors an essential member of the leadership team to enhance and expand PIQEs mission to empower families through an evidence-based program and robust evaluation that impacts and supports families.

Parent Institute for Quality Education PIQE is a national organization with evidence-based programs that engage, empower and transform parents to actively engage in their children's education and strengthen parent-school collaboration. PIQE provides empowering information, skills development and support systems for low-income families, communities of color, English Learner and immigrant families benefiting approximately 2.1 million children throughout its history. A longitudinal study shows that these children graduate high school and attend college at higher rates than their peers due to PIQE's success in empowering parents to be successful advocates for their children's education.

The Vice President (VP), Program Development and Impact is a strategic thinker with experience in a wide range of educational programs, working with organizations in direct service delivery and experienced in the non-profit sector. The position requires a proven planner, problem solver, curriculum developer, professional development writer, negotiator, relationship builder, leader and community partner. The position has overall strategic and operational responsibility for all program areas. The VPPI reports to the President/CEO and will be a part of the senior management team that drives the overall program strategy for the organization, directs the curriculum development and program evaluation and advances the PIQE mission through program leadership, external relationships and knowledge management.

DUTIES AND RESPONSIBILITIES The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- **Envisions, designs and develops new curriculum and programs for family engagement and empowerment.**
 - Generate ideas about curriculum content that address emerging community needs (e.g. STEM, digital literacy, financial literacy, civic engagement, professional development for educators)
 - Lead a team of curriculum writers to define curriculum framework, sequencing, methodology, strategies for different learning styles, learning objectives and assessment methods.

- **Leads the implementation programs through training and on-site supervision.**
 - Lead team of curriculum writers in the design and preparation of all curriculum trainings for PIQE facilitators and staff
 - Participate in statewide and local curriculum trainings for PIQE employees

- **Leads the implementation and monitoring of PIQE's replication models (National Partnerships) nationally.**
 - Market PIQE's programs with national partners including presentations at national conferences
 - Supports the securing of contracts with districts and organizations outside of California
 - Work closely with Vice President of External Relations to enhance PIQE's national presence, celebrate partners, and utilize PIQE all communication channels as needed.

- **Develops and implements quality management systems to ensure fidelity to the model.**
 - Leads Program and Impact staff in the design of improvement plans for regions failing to meet quality control protocols

- **Identifies, creates and fosters opportunities for a national presence as content expert on educational issues related to education equity on family engagement and empowerment.**
 - Provide feedback on education policy documents and curriculum frameworks
 - Understand policies and practices that serve English Language Learners

- **Collaborates closely with the Vice President Finance and Administration in the overall planning and monitoring of PIQE's program delivery.**
 - Coordinate and plan program activities in collaboration with VP of Finance and Administration to provide support for regional offices

- **Coordinates internal and external evaluations.**
 - Work with staff to design, implement internal surveys to assess parents' increased knowledge and behavioral changes and program improvement.
 - Work with external evaluators to co-design evaluation instruments and protocols.

- **Supports and collaborates with the Chief Executive Officer, the VP of External Relations, and Vice President Finance and Administration in the hiring of new management personnel.**
- **Supports and collaborates with Senior Leadership in the overall strategy for the organization as well as in the development of parent engagement, grant procurement and applications, deliverables and reports.**
- **Encourages and leads team building and collaboration among all program staff.**

QUALIFICATIONS

- Ability to interface with a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for PIQE's mission and commitment to working collaboratively with a management team of senior professionals
- Exceptional communication and influencing skills. The VP of Program and Impact will have strong written and verbal communication skills and will have the ability to engage with a wide range of stakeholders including advisory groups, coalitions, forums, regulatory agencies, foundations, corporate sponsors, and practitioner groups
- Knowledgeable about: family engagement research especially English Learners; Constructivism in Educational Theory, Bloom's Taxonomy as well as Critical Pedagogy to program and evaluation design.
- Experience developing and managing program budget.
- Experience effectively managing staff.

Preferred:

- Master's degree (M. A.) in Education, Curriculum Development or equivalent; and ten or more years related experience and/or training; or equivalent combination of education and experience.
- Bilingual (English & Spanish) skills

Submission:

Send a cover letter and a resume to mguzman@piqe.org by May 20, 2022 at 5:00 p.m. PST.