



## Program Director Job Description

**Location:** Remote (Palm Beach County-based required; may transition to hybrid)

**Status:** Full-Time, Exempt

**Reports to:** Chief Executive Officer

**Salary Range:** \$55,000-\$65,000, commensurate with experience

**Benefits:** Include 10 days PTO, 10 holidays, and 5 sick days

### About Philanthropy Tank

Philanthropy Tank empowers and inspires the next generation of CHANGEmakers by challenging and equipping students to design and implement sustainable, service-driven solutions to issues affecting our communities while cultivating the future youth leaders who will carry this work forward.

Founded in 2015, Philanthropy Tank delivers its mission through multiple student engagement pathways, including school-based Philanthropy Tank Clubs and an annual competitive student program culminating in a high-profile Finals Event. Through these experiences, students engage in meaningful leadership development, civic engagement, and real-world problem solving.

Applications for the Finals Event are open to teens in 8th–11th grades, with participants representing public, private, and home schools, as well as community agencies that work with teens. Students are supported by an annual curriculum that integrates both professional and personal skill development, building leadership, presentation, critical thinking, collaboration, and entrepreneurial skills.

Now in its 11th year in Palm Beach County, Philanthropy Tank has established five Philanthropy Tank Clubs in partnership with the School District of Palm Beach County and has raised and awarded over \$800,000 to help launch student-driven, student-led programs addressing critical community needs.

Since its inception:

- Over 80 student-led programs have been launched
- 67% remain active and sustainable
- Nearly 40% have obtained 501(c)(3) IRS designation as independent nonprofit organizations

### The Opportunity

Philanthropy Tank is seeking a highly organized, mission-driven Program Director to lead the execution of its student programming across both school-based student clubs and the annual student pitch competition.

This is a highly visible, hands-on role in a small, growing organization. The Program Director serves as the central point of coordination for students, educators, mentors, judges, and community partners, ensuring clarity, consistency, and a high-quality experience across all program elements.

Given the size of the organization, this role requires both strategic thinking and a willingness to be hands-on across multiple functions.

The ideal candidate is both a strong operator and an engaging facilitator, someone who can manage complex programs while also working directly with students to guide, coach, and lead workshops.

## **Key Responsibilities**

### **Program Leadership & Execution**

- Lead the planning and execution of Philanthropy Tank's student programming across student clubs and the annual competition pathway.
- Develop and manage the annual program calendar, aligning recruitment, curriculum, mentoring, and key milestones.
- Work directly with student cohorts to guide program development and implementation, ensuring accountability, progress, and quality outcomes.

### **Student Workshops & Facilitation**

- Design and facilitate engaging student workshops focused on leadership, storytelling, presentation skills, goal setting, and program development.
- Create clear, compelling workshop materials in PowerPoint and Canva.
- Adapt content and facilitation style to meet students where they are while maintaining high expectations.
- Identify and coordinate external speakers or facilitators when appropriate.

### **Student Clubs Program**

- Lead the expansion, oversight and support of school-based Philanthropy Tank Clubs.
- Serve as the primary point of contact for student club leaders and teacher liaisons.
- Support club meetings, curriculum delivery, and student engagement throughout the school year.
- Strengthen club participation, structure, and leadership development.

### **Student Competition & Finals Pathway**

- Coordinate the annual student competition from application through the Finals Event.
- Support and guide student teams (both club-affiliated and independent).
- Coordinate mentoring, judging, and preparation for semifinalists and finalists.
- Ensure students are well-prepared for presentations, rehearsals, and events.
- Manage finalist program budgets, track expenses, and recommend expenditures for CEO approval.

### **School & Community Partnerships**

- Build and manage relationships with schools, educators, and community-based organizations.
- Cultivate partnerships with counselors, service-learning leaders, and youth-serving organizations.
- Represent Philanthropy Tank in the community to expand awareness and participation.

### **Outreach, Communications & Content**

- Develop and execute outreach strategies to grow student participation.
- Create and manage program communications, including:
  - Eblasts via Constant Contact
  - Quarterly newsletters
  - Website updates and student-facing content, including social media posts
- Ensure all materials are clear, compelling, and aligned with the organization's voice and brand.

### **Alumni Engagement**

- Manage and grow alumni engagement efforts, including an alumni task force or advisory group.
- Identify opportunities for alumni to stay connected through mentorship and events.

### **Operations & Reporting**

- Maintain program systems and track student, partner, and program data to support internal decision-making and external reporting.
- Monitor program expenses and provide regular budget updates to the CEO.
- Provide consistent program updates, insights, and recommendations.
- Ensure strong organization, documentation, and follow-through across all program areas.
- Support grant tracking and reporting by maintaining accurate program data, outcomes, and narrative inputs for funder reports.

### **Events & Program Logistics**

- Lead program logistics for key milestones, including workshops, semifinals, rehearsals, and the Finals Event.
- Occasionally work evenings and weekends to support student programming and events.

### **Qualifications**

- Bachelor's degree required; advanced degree a plus
- 4-6+ years of experience in program management, education, youth development, and/or nonprofit operations
- Demonstrated experience facilitating workshops or teaching students/teens
- Strong project management and organizational skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and relationships simultaneously
- Experience working with schools and/or youth programs strongly preferred

### **Technical & Professional Skills**

- High proficiency in:
  - Microsoft Office 365 (Outlook, Excel, Word, PowerPoint)
  - Canva
  - Constant Contact
- Experience managing or updating website and social media content
- Comfort with databases, spreadsheets, and program tracking systems
- Strong attention to detail and follow-through

### **What We're Looking For**

- A proactive, organized leader who takes ownership and follows through
- A confident and engaging facilitator who connects well with students
- Someone comfortable operating in a small, fast-paced organization
- A strong communicator who can build relationships across students, educators, and community partners
- A candidate who believes deeply in youth leadership and civic engagement

### **Why Join Philanthropy Tank**

- Play a central role in delivering high-impact youth leadership programming
- Work directly with motivated students and community leaders
- Join a mission-driven organization with strong visibility and momentum
- See the tangible impact of your work in the community

### **How to Apply**

Please submit your resume and a cover letter outlining your interest in the role and relevant experience to [info@philanthropytank.org](mailto:info@philanthropytank.org). Only applications that include a cover letter will be considered.