

Director of Post-Secondary Initiatives

Girls Inc. of Sarasota County

About Girls Inc. & Teen Programming

Girls Inc. of Sarasota County is an affiliate of a national organization whose mission is to inspire all girls to be strong, smart, and bold. Our teen programs provide leadership development, career exploration, mentorship, academic support, and skill-building opportunities to prepare girls for college, career, and lifelong success.

The Director of Post-Secondary Initiatives is a program leader responsible for the vision, strategy, and execution of Girls Inc.'s high school and post-secondary readiness programming. This role guides program development, staff leadership, partnership cultivation, and outcomes measurement for all post-secondary efforts at Girls Inc.

Position Summary

The Director of Post-Secondary Initiatives leads the design, implementation, and evaluation of programs that support high school students in preparing for college, career pathways, and long-term post-secondary success. This role oversees all high school and teen programs—including the Eureka! STEM Program, Project Accelerate, internships, academic and career readiness initiatives, statewide college tours, and senior advising.

The Director supervises the Teen Programs Coordinator and seasonal staff, develops community partnerships, ensures program quality, and drives long-term strategic planning that centers girls' empowerment, equity, and opportunity.

The ideal candidate is a strategic thinker, effective relationship-builder, and experienced youth development professional ready to lead with vision, innovation, and compassion.

Key Responsibilities

Strategic Leadership & Program Development

- Develop and oversee the strategic vision for all high school and post-secondary programming, ensuring alignment with Girls Inc.'s mission, outcomes, and organizational priorities.
- Lead the design of programs focused on college readiness, career pathways, leadership development, STEM exploration, and mentorship.
- Identify gaps, emerging needs, and new opportunities to strengthen teen engagement and long-term outcomes.
- Collaborate closely with fellow Program Directors to support organizational alignment, shared goals, and seamless integration across all Girls Inc. programs.

Program Management & Execution

- Lead the hands-on delivery of all teen programming, including directly hosting and facilitating monthly workshops, events, and student activities across Project Accelerate and college/career readiness initiatives.
- Provide individualized support to students, including one-on-one guidance on college exploration, applications, financial aid, scholarship searches, academic planning, and career pathways.
- Maintain a visible, consistent presence with teens by building meaningful relationships and creating a supportive, empowering environment.
- Ensure high program quality rooted in youth development and Girls Inc. best practices.
- Supervise, coach, and develop the Teen Programs Coordinator, seasonal staff, and volunteers through training, feedback, and performance management.
- Oversee and execute all logistics for workshops, field trips, college tours, guest speaker sessions, and special events in collaboration with the Teen Program Coordinator.
- Foster strong communication and trust with students and families to support retention, engagement, and individualized success plans.
- Perform other duties as assigned to support organizational goals and program success.

Partnerships & Community Engagement

- Build and sustain partnerships with schools, colleges, workforce organizations, and businesses to expand post-secondary pathways.
- Cultivate relationships with industry partners to support post-secondary programming and internship placements.
- Represent Girls Inc. at community events, school-based activities, college fairs, and partnership meetings as a primary spokesperson for teen programming.
- Lead strategy and implementation for teen recruitment across all programs.

Data, Reporting & Evaluation

- Oversee data tracking, documentation, and outcomes measurement for all post-secondary initiatives.
- Analyze and apply data to drive continuous program improvement and inform long-term strategy.
- Prepare reports for internal leadership, funders, and grant requirements.
- Ensure compliance with organizational program standards, outcomes frameworks, and safety requirements.

Budget & Administrative Oversight

- Manage annual program budgets in collaboration with the CEO and VP of Finance.

- Support grant writing and prepare program narratives, data, and updates for funding proposals and reports.
- Ensure adherence to organizational policies, youth safety standards, and program compliance requirements.
- Oversee program documentation, scheduling, contracts/MOUs, and administrative workflows.

Who You Are

Required Qualifications

- Bachelor's degree in education, social sciences, youth development, nonprofit management, or related field.
- 1-3+ years of experience in youth development, college access programs, education, or related fields.
- Demonstrated experience supervising staff or leading teams.
- Strong ability to design and evaluate youth programs.
- Excellent relationship building, communication, and public speaking skills.
- Proven ability to build partnerships with schools, businesses, and community organizations.
- Highly organized, self-directed, and able to manage multiple priorities.
- Flexibility to work on occasional evenings and weekends for events.
- Valid driver's license and reliable transportation.

Preferred Qualifications

- Experience with college access advising, career readiness programs, or post-secondary pathway initiatives.
- Background in STEM education, leadership development, or mentorship programming.
- Experience with curriculum development and facilitation.
- Familiarity with data tracking systems and outcomes-based reporting.

Why Join Us?

Join a mission-driven, collaborative team committed to empowering the next generation of leaders. As the Director of Post-Secondary Initiatives, you will have meaningful opportunities to shape programming that transforms girls' futures.

Compensation & Benefits

- Salary Range: \$50,000–\$60,000
- 401(k) with employer matching
- Medical, dental, and vision insurance

- Paid time off
- Flexible work schedule

Work Schedule

- Full-time, Monday–Friday
- Occasional evenings and weekends for events
- On-site in Sarasota, FL

Join Our Team

If you are passionate about empowering high school students and expanding their access to post-secondary opportunities, we encourage you to apply and help lead Girls Inc.'s impact!

Updated November 2025