



JOB DESCRIPTION

JOB TITLE:	Program Director, Black Principals Network	CLASSIFICATION:	Exempt
REPORTS TO:	Executive Director, Black Principals Network	DATE:	February 2025

OUR ORGANIZATION

The Surge Institute is an education leadership accelerator with a simple but important mission: Develop and elevate leaders of color who create transformative change for children, families, and communities.

The Institute's signature programs were designed to develop and unite emerging BIPOC leaders and change the landscape of education by providing them with a unique leadership development experience. We go beyond training. We connect, support, and elevate; and we do it all in love and through community.

Learn more about Surge's [strategy](#) and [impact](#).

Surge's success has brought us increased support and influence as we strive toward the ultimate goal of making a positive impact in communities across the country through representative education leadership. This is an exciting time for Surge and we hope to find motivated, disciplined, mission-driven individuals to join our team!

JOB SUMMARY

The Program Director, Black Principals Network is responsible for leading the planning and execution of the strategic plan for our external facing leadership programs and services such as Power Surge and Black Principals Network. This role is aligned with the first pillar of the Surge Strategic Plan, Ignite. The Program Director of Black Principals Network is responsible for leading the design and facilitation of our senior/executive leadership programming.. This includes but is not limited to obtaining & using program and member feedback to drive programming, and partnerships with local and national districts, satisfaction, growth, and connection. This position reports to the Executive Director.

ESSENTIAL FUNCTIONS

In collaboration with the Executive Director and Program Manager:



- Successfully execute all accelerated and senior leadership components for The Leadership Collaborative national cohort and the Black Principals Network.
- Lead and co-curate the network programming and all national in-person and virtual experiences which includes leading program design, facilitation, and execution
- Co-Create/Manage the curriculum ARCs for all senior and emerging leader programming with Executive Director
- Source and secure guest speakers for all elements of senior programming
- Oversee the curriculum design, program design & implementation, and execution of these major senior leadership programs:
 - Black Principals Network
 - The Leadership Collaborative
 - Professional Learner Series
 - Regional Leadership Series
 - Other programs designed to increase and expand executive leadership
- Build and maintain relationships with current program fellows and network members to ensure a positive post-program experience
- Manage cross-functional team relationships to ensure successful program launch, implementation, and wrap-up
- Assist with fundraising efforts; including but not limited to sourcing funders, completing grants and applications, and maintaining relationships with funders
- Support the successful execution of all cohort-based and in person/virtual network programming alongside the ED and Program Manager of the Black Principals Network
- Ensure content is current and relevant for easy updating of our engagement tools including an online platform for knowledge sharing, job sharing, and virtual engagement across locations.
- Conduct and analyze all network/program/session surveys alongside the Executive Director and Program Manager of the Black Principals Network - ensuring high participation and engagement across all programs
- Support recruitment efforts to ensure a diverse and talented cohort of participants for each of our programs
- Create user-friendly systems for program database updates including names, roles, organizations, development needs, and contributions to Surge, for data analysis and aggregation purposes, and for use throughout the organization.
- Manage budget including tracking expenses.
- Represent Surge and assist staff at events, conferences, and other meetings as necessary.
- Report to work on a regular basis and is available for occasional after-hours emergency calls and projects



JOB QUALIFICATIONS

- Previous experience as a school leader and/or district/network leader is required
- Passion for and connection with African-American, Latinx, and Asian / Pacific Islander communities, with a history of successful collaboration across many different stakeholder groups
- Minimum 7-10 years of experience in education and/or program management, operations, design and development, or related field.
- Experience with fundraising, grant applications and cultivating sponsor relationship
- A successful history of developing strategies and executing operational plans that include location, meals, materials, site coordination, and other site-based needs.
- A successful history of program development, leadership, and execution
- A high degree of professionalism and the ability to handle sensitive information with discretion.
- Excellent communication skills - both written and oral.
- Ability to thrive in a fast-paced environment with multiple priorities.
- Ability to problem-solve, be resourceful, flexible and creative.
- Bachelor's degree required in education, business, or a relevant field. Masters Preferred
- Professional presence and ability to build authentic relationships with staff, fellows, alumni, and organizational partners, in-person and online
- Ability to navigate a nationwide environment and willingness to "roll up sleeves" to get things done
- Fervent attention to detail and ability to manage multiple priorities
- This role is a remote position and will require frequent travel, irregular hours, and occasional lifting.

COMPENSATION

Surge Institute offers a competitive salary, commensurate with experience. The salary range for this role is \$86,000 - \$95,000. A comprehensive benefits package including unlimited PTO, 401k retirement plan, annual performance bonus eligibility up to 10%, and a variety of other benefits are offered by Surge.

The Surge Institute does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities. The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions, responsibilities, or requirements and does not include the general job performance expectations applicable to all employees (e.g., regular, timely attendance).