

YEI Senior Program Manager
Position Description

Title: YEI Senior Program Manager
Department: Young Entrepreneur Institute
Reports to: YEI Executive Director
Date: December 2023
Prepared by: I. Frankel

Young Entrepreneur Institute at University School (YEI) supports the advancement of youth entrepreneurship education by providing programming, professional development, consulting and access to curriculum and resources for K-12 teachers in and beyond the classroom across the nation. YEI receives annual grants from Burton D. Morgan Foundation, Charles Stewart Mott Foundation and Walton Family Foundation and others to increase engagement in youth entrepreneurship activities in different regions throughout the US. The Senior Program Manager is responsible for leading program initiatives and will work closely with the YEI team to accomplish this.

Principal Position Responsibilities

Young Entrepreneur Pitch Challenge

Lead YEI's Pitch Challenge initiatives in all formats and across all geographic regions.

- Develop annual goals and objectives for Pitch Challenge as an engagement tool for YEI.
- Refine and maintain the Pitch Challenge Toolkit curriculum, review and coordinate response plan for Pitch Challenge Toolkit inquiries in collaboration with the YEI team.
- Create timelines, budgets, contest structure, official rules for each contest.
- Develop/manage marketing and outreach plan to promote contest participation.
- Review and research online platforms for capturing entries, judging, online voting.
- Lead workshops for educators and students to encourage participation.
- Work with YEI and YIPPEE teams to create/update Pitch Challenge products on the YIPPEE Exchange platform.
- Capture and evaluate metrics for each program.
- Develop relationships with key organizational partners to incorporate YE Pitch Challenge curriculum and contests into other programs
- Collaborate with other program providers to enhance YEI's Pitch Challenge
- Support Director of Development in fundraising initiatives for YE Pitch Challenge
- Lead YEI Marketing /Technology Assistant and YEI Pitch Challenge Program team to support this initiative.
- Work closely with YEI staff to ensure alignment across programs and nurture connections with other regional organizations in the entrepreneurship education ecosystem.

YEI Program Management

Direct and support YEI's programs and curriculum offerings.

- Develop annual goals
- Refine and maintain curriculum, suggesting revisions and enhancements
- Develop/manage marketing and outreach plan to achieve program goals.
- Manage YEI program content on the YIPPEE Exchange platform
- Capture and evaluate metrics for each program.
- Develop relationships and collaborate with key organizational partners to improve and enhance YEI's role in the youth entrepreneurship education ecosystem
- Support Director of Development in fundraising initiatives
- Work closely with YEI staff to ensure alignment across regions

Community Building and Partnership Management

Manage relationships with stakeholders in all communities – including educators, administrators, educational partners, and current and potential funders to support growth in youth entrepreneurship education. Design, plan and implement events and new programs to support youth entrepreneurship education.

University School Entrepreneurship Programs

Support University School entrepreneurial initiatives.

- Lead at least one club at the US Lower School (K-8)
- Lead at least one club at the US Upper School (9-12)
- Work with US entrepreneurship faculty on YEI contests and business initiatives as defined with Executive Director
- Provide coaching to entrepreneurship students and assist students starting entrepreneurial ventures.

Perform additional duties as assigned.

Work with YEI team to identify and implement or support new projects and opportunities; provide program and event support to other YEI staff. Participate in the University School staff community to foster good relationships with students, faculty, and administration by attending relevant morning assemblies, faculty professional development opportunities, and school events.

Qualifications

- 7-10 years' experience in project delivery, ideally in education, business; experience with entrepreneurship a plus
- Dynamic, collaborative leader committed to increasing the organization's service of youth through entrepreneurship programming.
- Superior communication skills: written and verbal.
- Strong ability and experience with building relationships and working with various stakeholders.
- Entrepreneurial and resourceful, with the initiative to develop and implement plans to strengthen, sustain and grow participation.
- Strong organizational and planning skills, including the ability to manage projects simultaneously and to set priorities in a fast-paced, goal-oriented environment.

- Passion for the work of YEI and excitement about the potential of this position.
- Willingness to work occasional evenings and weekends and up to 10% travel.

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