



## Circles Program Director

**Job Title:** Circles Program Director

**Reports To:** Sr. Director of Initiatives

### ABOUT CIRCLES NWA

At Circles NWA our mission is to build community to end poverty. Circles is a unique, poverty reduction program that flips the traditional mentorship model on its head to center the leadership of those who have experienced poverty. Our program matches participants who are called “Circle Leaders” with volunteer Allies who come from middle to upper-income backgrounds. Allies walk alongside their Circle Leader throughout the 18-month program focusing on economic growth and building a strong support network. It is our goal to see poverty be reduced, not just managed. We encourage you to explore our [website](#) and [social media](#) pages to learn more about Circles.

### TO APPLY

To be considered for this opportunity, please submit a **resume AND brief cover letter** to [apply@circlesnwa.org](mailto:apply@circlesnwa.org). Your cover letter should outline clear examples of how your background, work experience, and passion would make you a great fit for this role and align with the mission of Circles.

Applications will be considered on a rolling basis. The position will remain open until filled.

### ABOUT THE POSITION

Innovative Poverty Solutions is looking for a Program Director to lead the Circles NWA Program in Fayetteville. The Circles Program Director is responsible for leading a team of staff and volunteers, overseeing all aspects of the Circles program, and ensuring its smooth operation, effectiveness, and growth. The Circles Program Director will manage program operations, provide coaching, drive recruitment efforts, facilitate resource connections, foster networking opportunities, and cultivate strong community and belonging among Circle Leaders and volunteer Allies.

### RESPONSIBILITIES:

#### 1. Program Operations:

- Oversee the day-to-day operations of the Circles program
- Manage the program calendar and weekly meeting agendas for cohorts.
- Supervise and manage the Administrative Coordinator and Children and Family Coordinator, as well as program facilitators, key volunteers, and interns, providing guidance and support to ensure smooth and effective program execution.

#### 2. Cohort Coach:

- Serve as the primary point of contact for cohorts providing weekly communication and guidance.
- Support cohort relationship growth, facilitating an environment of trust building between and among matched circles in a cohort
- Monitor Circle Leader goal progress, having a strong pulse on the health and progress of Circle Leaders, Allies, and their groups.

#### 3. Recruitment and Awareness:



- Lead the Circle Leader and Ally recruitment process, identifying and attracting individuals who are committed to the program's mission.
- Recruit community volunteers and interns to support program activities and initiatives.
- Drive community awareness through tabling events, speaking engagements, and media outreach efforts.

#### 4. **Manage Key Program Outcomes:**

- **Positive Economic Trajectory:** Work with Circle Leaders to ensure a positive economic trajectory and provide coaching for potential benefit cliffs.
- **Social Capital:** Identify, leverage, and track social capital connections for Circle Leaders, helping them access support networks and valuable resources.
- **Resource Connections:** Connect Circle Leaders to valuable community resources, programs, and opportunities.
- **Belonging:** Implement key program activities to facilitate a sense of belonging and camaraderie among Circle Leaders and Allies, celebrating key milestones, birthdays, acknowledging absences, and providing opportunities for fun and relationship building.
- **Attendance and Retention:** Lead efforts to ensure high participant and volunteer attendance and retention throughout the training and cohort programs.

#### **QUALIFICATIONS:**

- Minimum of 3 years of experience in program direction or related management-level role.
- Experience managing program operations.
- Experience with staff supervision and volunteer management.
- Strong administrative skills, attention to detail, and ability to manage multiple tasks.
- Bachelor's degree required. A Master's degree in a related field is preferred.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.
- Background check required.

#### **PREFERRED SKILLS:**

- Strong management and oversight skills.
- Strong public speaking and facilitation skills.
- Ability to communicate effectively across socio-economic lines.
- Ability to manage program evaluation data and implementation of learnings
- Knowledge of or experience with Circles program and model.
- Strong written, verbal, and interpersonal communication.

**WORK SCHEDULE:** The position requires weekly Wednesday evening hours during the Circles meeting which is Wednesday evenings from 6-8PM in Fayetteville, AR. Accommodations for schedule flexibility can be discussed with the director to ensure strong and healthy work/life balance.

**COMPENSATION:** Competitive compensation package reflecting your qualifications and expertise. Benefits include health, dental, and vision insurance, life and AD&D insurance, and cell phone reimbursement benefits.



At Circles NWA, we strive to create a community of belonging that embraces equity, diversity, and inclusion, and we support the efforts of others to build such communities. We encourage all qualified and interested persons to apply, regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.