



read  
and  
feed™

giving KIDS  
an appetite  
for READING

## PROGRAM AND EVALUATION DIRECTOR

Job Title: **Program and Evaluation Director**

Status: **Full Time**

Reports to: **Executive Director**

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Join a dynamic team and a growing organization whose vision is a *Community in which Children have the Confidence and Ability to Succeed.*

### About Read and Feed

Read and Feed is a Wake County non-profit whose mission is to strengthen literacy skills of underserved elementary school students. Using mobile classrooms, we travel to the neighborhoods of elementary age students and provide a nutritious meal, reading tutors and books to build home libraries. Currently we serve nearly 600 children at 23 program sites.

### Position Summary

Read and Feed is seeking to fill the position of Program and Evaluation Director. This key position for the organization, provides leadership in program development, volunteer management, and evaluation and learning.

#### Key Job Responsibilities:

- Design, implement and manage programs and program volunteers.
- Select, organize and ensure successful implementation of all program sites.
- Recruit, train and drive retention of over 400 volunteers.
- Conduct program evaluation, including collecting and analyzing quantitative and qualitative data.
- Effectively communicate in both formal and informal settings, i.e. company executives, school principals and literacy/ESL teachers, social workers, volunteers and parents/students and program partners.
- Responsible for budget management and development.
- Promote the mission and vision of Read and Feed to community groups.
- Other duties as assigned, to support carrying out the mission.

#### Preferred Qualifications:

- Bachelor's degree in Education, Social Work/Public Health or other relevant study.
- Prior experience working in a nonprofit organization.
- Bi-lingual in Spanish.
- Strong organizational and administrative skills.
- Previous program design experience.
- Demonstrated leadership and interpersonal skills, teamwork orientation and ability to motivate wide range of people.
- Skill and experience in working cross-culturally.
- Ability to work well under pressure, manage multiple tasks and meet deadlines.



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- Self-starter
- Proficient in using Microsoft products such as PowerPoint, Excel and Word.
- Experience using Salesforce.
- Ability and willingness to travel and work flexible hours, including evenings and weekends.

For more information about Read and Feed visit our website: [www.readandfeed.org](http://www.readandfeed.org)

Read and Feed is an Equal Opportunity Employer. Interested candidates should submit resume and cover letter to Kati Mullan, Executive Director at [KatiMullan@readandfeed.org](mailto:KatiMullan@readandfeed.org). Please no phone calls or walk-ins.