



Position Description Interim Dreamline Director

Job Title:	Dreamline Director	Job Category:	Youth Development, Education, Management
Department/Group:	Dreamline Program	Job Code/Req#:	
Location:	Sanneh Admin Center at 1276 University Avenue W. St. Paul, MN 55102	Travel Required:	
Level/Salary Range:	\$72K-\$110K	Position Type:	Full-Time Exempt
HR Contact:		Date Posted:	
Will Train Applicant(s):	Experience required	Posting Expires:	Until filled

External Posting URL:	http://thesannehfoundation.org/about-us/careers/
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DESCRIPTION

Sanneh Foundation Mission

The mission of Sanneh is to Empower Youth, Improve Lives, and Unite Communities.

The Sanneh Foundation – Dreamline Program is a culturally responsive mentoring program designed to actively engage students who would benefit from greater social, emotional and academic learning support. **Dreamline Mentors** work in K-12 schools and build strong relationships with students, social and emotional skill development, general academic support, homework help and expanded learning opportunities after school. Dreamline Mentors work with students to improve their:

- Self awareness and self management skills
- Social awareness and relationship skills
- Responsible decision-making skills
- Emotional resilience
- Engagement in school and in after school learning activities

Dreamline Program Goals

Dreamline partners with K-12th grade schools to strengthen a student's learning environment and support three core dimensions of a student's development: social, emotional, and cognitive. This helps young people define their own path to success by helping them to: (1) engage with their peers, school, and community; (2) improve their emotional well-being; (3) discover academic success and graduate from high school; and (4) prepare for life after high school.

Dreamline mentors are expected to work with students in the following ways:

- Goal 1: Build trusted relationships with children, youth, parents, school staff, and community members.
- Goal 2: Empower children and youth through social emotional learning (SEL).
- Goal 3: Work together with children, youth, parents, school staff, and community members as advocates and partners in student learning and wellbeing.

Dreamline is grounded in the theory that students who develop powerful, developmental relationships with trusted adults begin to develop positive attitudes toward school, themselves, and their future. In partnership with K-12th grade schools, Dreamline Director and Regional Managers coach Dreamline mentors who intentionally engage underserved students through the Search Institute's Developmental Relationships framework to create deep and meaningful connections aimed at success.

POSITION DESCRIPTION

The Dreamline Director must be experienced in management with a background in youth development work. The Dreamline Director has the ability to develop strong partnerships with school districts, community partners, stakeholders, and contribute to resource procurement and partnership building for this program.

A key aspect of this position is to move toward fulfillment of Sanneh's mission: to empower youth, improve lives, and unite communities in accordance with Sanneh's strategic plan.

The Dreamline Director develops community partnerships that effectively serve youth in and outside of school, creates comprehensive training curricula that focuses on relationship building, adolescent development and the five competencies of social emotional learning. The Director, in partnership with the Dreamline leadership team, works with staff to develop the skills to mentor diverse youth and develop their social, emotional and cognitive skills.

The Dreamline Director manages the Dreamline team and provides regular professional training, intervention strategies, and performance evaluations. The Dreamline Director assures the highest quality of program delivery within partner schools. The Dreamline Director ensures program staff follow data collection protocols, are on target toward meeting program outcomes, and support students in achieving goals.

This position also collaborates with Sanneh leadership to provide regular reports on team successes, develop marketing insights, apply for program grants, hire staff, organize events, and support fundraising efforts.

Supervises: Dreamline Regional Managers and Director of Dreamline Teacher Prep Pathway and Recruitment

Role and Responsibilities:

Manage/Lead Dreamline Team

- Work with Regional Managers in hiring, orienting, and assigning new staff.
- Provide support and guidance to all Dreamline teams to ensure excellence in service delivery to students.
- Organize and lead monthly meetings with the Dreamline team to strategize problem-solving and targeted interventions.
- Work with Regional Managers to plan and execute regional training, development, and performance evaluations throughout the school year.
- Manage development and implementation of improvements to increase capacity and/or quality
- Collaborate with Regional Managers to develop and update staff training curriculum
- Ensure the Dreamline team is using the best practices in student development, academic support and applying youth-centered approaches while mentoring students.
- Assist team in using data to inform interventions/strategies to support student development.

Provide Administrative and Program Budget Support

- Develop and manage the program's budget including monthly expenditure reporting.

- Collaborate with the Director Research and Evaluation and Grants Manager to manage evaluation and reporting on progress towards funder requirements.
- Manage on-going data collection, analysis and reporting on progress towards program outcomes.
- Develop and deliver presentations and reports to stakeholders.

Ensure Data Collection, Student Outcomes, and Continuous Program Improvement

- Ensure that the Dreamline team tracks and submits reports accurately and by the due date.
- Work with the Regional Manager in conducting performance evaluations and creating evaluation standards.
- Assist Regional Manager in keeping accurate program records and evaluating program outcomes, making changes as needed based on evaluation data.

Develop and Maintain High Quality Relationships with Community

- Maintain strong relationships with school and district administration via routine communications.
- Manage and evaluate partnership opportunities with community organizations.
- Work with the Marketing team in the creation of engaging marketing materials.
- Assist in development of grant narratives.
- Ensure that Regional Managers and other Dreamline staff participate in assigned meetings with teachers, school officials, and community partners.
- Offer support and guidance to ensure that the Dreamline team is able to resolve any conflicts, as needed.
- Ensure that Regional Managers communicate with school and district contacts regularly.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Requirement

- Ability to celebrate diversity in all its forms, including race, ethnicity, and culture, sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, geographic region, or other defining characteristics.
- Training, work, and/or lived experiences with culturally, ethnically, and socio-economically diverse populations.
- Excellent organizational and time management skills.
- Strong written and oral communication skills applicable to internal and external audiences.
- Ability to be flexible and work well under pressure in a fast-paced, multi-tasking, and team environment.
- Strong computer and technological skills including Microsoft Suite and Google Suite.
- Experience managing, mentoring, and developing Dreamline Regional Managers and entry level staff.
- Results-driven with a commitment to continuous improvement.
- Experience with writing grant proposals.
- Experience with program review/evaluation
- Ability to pass a background check.
- Bachelor's degree or equivalent experience in youth development, education, human services, social services, or other related fields.
- 2 years minimum experience working in public/charter/private schools in underserved communities.
- 5 years minimum experience in managing youth development programs and staff, including grants management and budget responsibility.
- Experience related to youth development staff training, curriculum development, and quality program assessments.

Preferred Qualifications

- Master's degree in Education, Social Work, Youth Studies, or related field.

- Experience with youth program evaluation tools preferred (ex. Youth Program Quality Assessment (YPQA), Holistic Student Assessment (HSA), and other youth development assessment tool training)
- Marketing experience.
- Resource Procurement experience.

APPLY

Please send a cover letter, résumé, and three professional references to the Dreamline Program office at, HR@thesannehfoundation.org. In the subject line, please indicate the job title.

When writing your cover letter please consider the following questions:

1. Why do you want to serve as the Dreamline Director at the Sanneh Foundation?
2. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?
3. Briefly discuss your teamwork and management skills in relation to the Dreamline Director position.

PHYSICAL DEMANDS AND OTHER NOTICE

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. WE ACKNOWLEDGE THAT THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	
Last Updated By:	Rassoul Dastmozd, PhD	Signature & Date:	July 2023