

National Program Director

Reports to: CEO

Start Date: Open

Location: Austin, TX

OVERVIEW: The Program Director will serve as the engine and hub of the programs team, managing (at least) two Program Administrators and working closely with all other internal departments, as well as external vendors, project managers, consultants and constituents. The Program Director **will travel approximately 30% of the time.**

DUTIES INCLUDE: Managing and maintaining the following areas for Marathon Kids' four programs (MK at Home, MK at School, MK OST, MK Leadership Academy):

- Incentive ordering, fulfillment, returns and reporting.
- All aspects of program registration, ongoing constituent communication and finisher data surveys.
- Reporting to internal and external stakeholders.
- Programmatic quality assurance, including the adoption and use of resources, materials and best practices.
- Monitoring and successfully adopting programmatic technology, both internal and external.
- Resourcing, marketing and fulfilling on grant opportunities, including management of applications and processes.
- Providing supreme customer service and relationship management to all active and potential clubs.
- Implementation consulting for non fee-for-service clubs.
- Work closely with the Program Managers of at Home, School, OST and Leadership Academy to continuously improve, evolve and develop highly competitive, effective and sought after programs.
- Special projects, as assigned.
- Marketing and communications, including social media, for active clubs and grant opportunities.
- Retention of running clubs from year to year.
- Assisting with the organization's research and evaluation plan.
- Promoting other Marathon Kids' programs to constituents, when appropriate.
- Managing assigned programmatic budget.
- Representing the Marathon Kids team at conferences, presentations and meetings, when necessary.

OUTCOMES: The Program Director will be responsible for achieving assigned organizational outcomes, including the development and implementation of tactics used to achieve these outcomes. Specific numbers and goals will be decided at the beginning of each fiscal year.

VALUES AND CHARACTERISTICS:

- Passionate about personally pursuing a healthy lifestyle.
- Personable, adaptable and comfortable in an extremely fast-paced and outcome driven work environment.
- Comfortable learning new technology systems.
- Well spoken and articulate through written and verbal communication.
- Comfortable presenting to high-level administrators as well as large groups of professionals.

- Enjoys being creative.
- Strong reporting and analytical skills.
- Service-minded an a team player.
- Strong management skills.
- Confident and self-starter.

OTHER:

- Candidate must have a Bachelor's Degree.
- Ability to work pre-dawn and late night hours, as well as several Saturdays a year, in various weather conditions.
- Must be able to manage multiple projects at once.

TO APPLY: Please submit your letter of interest and resume to jobs@marathonkids.org.