Job Title: Programs Manager

Position Title:
Programs Manager

Hours:
Full-Time, Exempt

Salary:
$70,000 base salary (additional compensation details below)

Reports To:
Leadership Team

Scheduled Start Date:
TBD based on interview cycle

The Organization: *ALLMemphis is a Memphis-based nonprofit organization focused on improving literacy outcomes through systems-level school improvement. Grounded in the science of reading, we partner with schools and districts to strengthen educator expertise, leadership capacity, instructional alignment, and sustainable literacy practices.*

We believe strong literacy outcomes require more than isolated programs or individual effort. Through evidence-based professional learning, coaching, and leadership development, ALLMemphis helps schools build the instructional systems that support long-term student success.

Position Summary

The Programs Manager is responsible for leading, developing, and managing a team of literacy coaches to ensure high-quality program implementation and measurable impact on student outcomes.

This role sets the standard for instructional quality, coaching effectiveness, and team performance. The Programs Manager builds staff capacity through intentional development, ensures accountability to clear expectations, and maintains strong alignment between organizational priorities and day-to-day execution.

Core Responsibilities

1. **Drive Implementation of Program Standards**
    - Ensure consistent execution of coaching and program expectations set by organizational leadership
    - Monitor team performance and alignment to establish standards
    - Hold team members accountable through regular feedback, coaching, and performance management
    - Identify gaps in implementation and take action to improve consistency and quality
2. **Develop Staff and Build Team Capacity**
    - Lead ongoing professional development for the Programs Team aligned to organizational priorities
    - Build team members' content knowledge in foundational literacy and instruction best practices
    - Provide individualized coaching and support to strengthen effectiveness and address skill gaps
3. **Ensure Instructional Quality and Program Execution**
    - Maintain deep expertise in evidence-based literacy instruction
    - Ensure coaching practices align with the Science of Reading and organizational model
    - Support the team in using data to improve instruction and drive student outcomes
4. **Lead Team Execution and Alignment**
    - Delegate work effectively and ensure consistent execution across the team
    - Monitor performance data and maintain departmental reporting
    - Collaborate with internal teams to ensure alignment with program strategy and priorities
    - Build and maintain strong relationships with key stakeholders

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Qualifications

- Bachelor's degree required; degree in education or related field preferred; Master's degree a plus
- Demonstrated experience leading, managing, and developing teams (2-3+ years preferred)
- Experience coaching or developing adult learners, including teachers and/or instructional staff
- Strong understanding evidence-based literacy instruction; knowledge of foundational literacy skills desired
- Ability to analyze problems, identify root causes, and implement effective solutions
- Strong communication and facilitation skills, including experience leading meetings or professional learning
- Experience working with and engaging diverse populations and stakeholders
- Ability to build trust, provide direct feedback, and hold others accountable to high standards
- Ability to work independently with a high level of ownership, organization, and attention to detail
- Self-directed with a commitment to continuous improvement for self, team, and organization
- Experience working in public or public charter schools
- Familiarity with structured literacy approaches (e.g., Orton-Gillingham), RTI frameworks, coaching practices, and data analysis is a plus
- Commitment to ALLMemphis' mission, values, and educational equity
- Reliable transportation for daily use
- Not currently employed by an ALLMemphis partner school
- Ability to obtain Center for Effective Reading Instruction (CERI) Certification within 90 days of employment

Compensation & Benefits

- Base salary: $70,000
- Potential year-end bonus up to $5,500
- Fully paid benefits package including up to 6% 401(k) company-paid contributions
- *Full compensation package range (estimate): $84,000-$101,500 depending on bonus and elections selected*

To Apply

Please submit a one-page cover letter, resume, and references to careers@allmemphis.org with "Programs Manager" in the subject line. Applications will be reviewed on a rolling basis.

ALLMemphis celebrates diversity and does not discriminate on the basis of age, race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs. *ALLMemphis is proud to be an equal opportunity employer. ALLMemphis uses E-Verify to confirm the employment eligibility of all new hires.*