

// PROGRAM DIRECTOR

SongwritingWith: Inc. (SW:) dba SongwritingWith:Soldiers

Nashville, TN

Mission: We transform lives by using collaborative songwriting to build creativity, connections and strengths.

SW: is an evidence-based program where creative professionals, trained in the SW:S program model and culture, provide a judgement-free place where participants connect to themselves, each other and their communities.

SW: is “neutral ground” for all -- SW: is *not* military, religious, political, or a therapy intervention.

SW: programming currently includes: in-person, three-day weekend retreats, online workshops and collaborative songwriting sessions; and customized collaborative songwriting programs with veterans, active duty military and their families.

Job Description

OVERVIEW: SW: seeks an accomplished, experienced and dynamic individual as Program Director to guide program design and delivery for an innovative and successful non-profit that is pioneering the use of collaborative songwriting to benefit the veteran community and others. Ideal candidate will be a proven leader and strong communicator, who can build upon the legacy established by the program’s co-founder. He/She will become an integral member of a dedicated team of professionals and prominent partner organizations who have joined together to create and build this nationally recognized organization.

The Program Director leads the design, planning, management, and delivery of all aspects of SW: programming, providing support and resources to participants and their families to enhance well-being. The Program Director must function as both a high level thinker and hands-on program facilitator, working closely with SW: Music Director who oversees the collaborative songwriting aspect of the programming.

REPORTS TO: Executive Director

DUTIES & RESPONSIBILITIES

- Serve as a senior leader, advocate and ambassador for SW: both internally and externally (including participants, donors, partners)
- Work closely with program partners to develop mutually rewarding relationships and to manage and exceed expectations
- Identify, recruit and manage the necessary staff resources for program delivery and ensure effective staff training for sustaining and optimizing program quality and results
- Develop, design, implement and oversee a full schedule of programs and curriculum for both in-person and online delivery, leveraging the most appropriate technologies and approaches

- Integrate evidence-based wellness, creativity, and positive psychology applications that focus on enhancing the collaborative songwriting sessions of attendees
- Manage overall facilitation of retreats, including screening and selecting participants, conducting (or recruiting leaders for) the activities, facilitating creativity workshops, and post event debriefing.
- Identify areas of success and any areas for improvement, utilizing analytical data and reporting and develop ways to address feedback to continually strengthen and grow the program
- Develop and manage detailed program budgets so that program expenditures can be maximized for effectiveness and efficiency
- Nurture the ongoing participant community and create ways to ensure our programs are sustained and enduring beyond the initial encounter
- Champion the SW: program amongst the therapy, science and other communities through personal networking, speaking at and attending appropriate conferences, and writing articles and white papers.
- Help identify and initiate research opportunities with appropriate partners and funding sources to further validate and enrich the efficacy of our programs and work
- Oversee maintenance, access and analysis of accurate program data utilizing existing platforms
- Oversee delivery of pre- and post-program media and communications, as well as outreach to waitlists and other communities.
- Manage multiple tasks and functions, being comfortable in a fast-paced, innovative and highly collaborative environment.
- Other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Demonstrated emotional intelligence. Ability to respond to sensitive matters with diplomacy and empathy that exemplify an open, neutral, non-judgmental environment
- Exceptional interpersonal skills and the ability to interact effectively with diverse individuals and populations
- Collaborative leader who operates as both a high level thinker and a hands-on implementer, unafraid to roll up their sleeves
- Experience mentoring and training others to help them achieve their maximum potential
- Strong critical thinking skills with a demonstrated ability to problem-solve and identify viable solutions while keeping a calm demeanor
- Demonstrated ability to effectively engage program participants and deliver program content
- Demonstrated aptitude in inclusive and holistic programming for creativity and wellness focused topics
- Demonstrated ability to develop and maintain professional relationships and work collaboratively with teammates and program stakeholders, in-person and through remote, online formats

- Proven organizational and time management skills with a strong attention to detail and an ability to prioritize and effectively handle multiple priorities
- Strong written, verbal communication and presentation skills
- Confident communicator, with demonstrated ability to present information effectively to large audiences, small groups, and individuals
- Ability and dedication to travel in support of SW: programs and outreach
- Demonstrated ability to establish credibility, be decisive, influence others, and drive positive change
- Understanding of SW: and its mission, values, programs, and the impact of these programs and services on participants and their families
- Commitment to the highest standards of personal and business ethics and conduct
- Mission-driven, guided by core values, and a pleasure to work with
- Must be computer literate and proficient in foundational tools such as Excel, Powerpoint, and Word, as well as possess the ability to learn to utilize the organization's other software tools

EXPERIENCE

Requirements

- Minimum of ten years of experience planning, teaching, counseling and/or coaching individuals and groups in the categories of wellness, arts and creativity.
- Extensive experience designing and leading multi-faceted, evidence-based programs, managing staff and contractors, especially from the creative arts fields.

Preferences

- Minimum of five years of experience working with diverse, sometimes high-risk populations including those with exposure to trauma and invisible wounds.
- Minimum of five years of experience with client/customer relationship management or program data management systems.
- Experience with non-profit organizations

EDUCATION

Requirements

- Degree in education, human services, social work, and/or areas related to wellness, arts and creativity, or
- Equivalent combination of education, experience, training, and certifications in positive psychology coaching or related coaching modalities may be considered in lieu of degree.

Preferences

- Advanced degree in arts, education, organizational leadership and related fields, or
- Equivalent combination of education, experience, training.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Participation in indoor and outdoor activities and events such as walking tours, mindfulness practices, yoga, etc.
- Lodging in various retreat center environments e.g., hotels, cabins.
- Up to 25% travel.
- Lifting and carrying items up to 30 pounds.

SongwritingWith: Inc. is an equal opportunity employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, national origin, gender, gender identity, sexual orientation, marital status, citizenship, age, veteran or military status, disability, genetic information, or any other characteristic protected by law.

Benefits

We value our employees' time and efforts. Our commitment to team members is enhanced by competitive compensation and a benefits package.

We work to maintain the best possible environment for their employees, where people can learn and grow with the company. SW: provides a collaborative environment where each person feels encouraged to contribute to their processes, decisions, planning and culture.

If you are a leader who believes in the power of music and storytelling to enhance and change lives; understands and can communicate the impact of creativity, connections and strengths to help others flourish; and meet our selection criteria below; please submit a **letter of interest, salary requirements** in the body of an email and attach your **resume/CV** as a separate document to **HR@songwritingwithsoldiers.org**.

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