

Senior Program Manager

Sims-Fayola Foundation
Denver, Colorado

About the Sims-Fayola Foundation

The Sims-Fayola Foundation serves boys and young men of color through direct youth programming and systems-level advocacy grounded in the Sims Framework and Vision 2030. Our work is focused on belonging, predictability, academic rigor, and long-term life outcomes.

Position Overview

The Senior Program Manager leads day-to-day execution of the Foundation's direct youth programs. This role supervises Program Coordinators and ensures consistent, high-quality implementation across all program sites and seasons.

Director-level scope and strategic authority for the Programs division reside with the Deputy Executive Director. The Senior Program Manager is responsible for disciplined execution of that strategy and for maintaining operational stability.

This role is designed for a leader who values structure, documentation, and accountability.

Reports to: Deputy Executive Director

Location: Denver Metro

Core Responsibilities

Program Execution & Fidelity

Oversee implementation of school-year and summer youth development programs.

Supervise Program Coordinators and ensure consistent implementation of curriculum, mentoring structures, academic enrichment, and program rituals.

Monitor attendance, student engagement, and performance metrics monthly.

Document and address implementation gaps.

Ensure alignment with the Sims Framework in daily program practice.

Staff Supervision & Development

Conduct weekly supervision meetings with Program Coordinators.

Complete structured quarterly performance reviews with documented growth plans.

Make formal hiring recommendations within approved budget parameters.

Recommend disciplinary or termination decisions to the Deputy Executive Director for final approval.

Facilitate a minimum of four internal professional learning sessions annually, ideally conducted quarterly.

Maintain strong staff retention and team stability.

Budget & Compliance

Manage program-level budgets in collaboration with Finance.

Submit quarterly expense tracking and variance explanations.

Maintain 100% compliance with contracts, funder deliverables, and documentation requirements.

Ensure timely submission of reimbursement-based contract documentation.

Escalate compliance or financial risks within 24 hours.

Cross-Functional Coordination

Participate in leadership and alignment meetings as designated by the Deputy Executive Director.

Coordinate with Policy & Advocacy, Mental Health, and Operations teams to ensure program cohesion.

Represent the Foundation in program-related meetings with schools and community partners as assigned.

Key Performance Indicators

- 90%+ student completion rate across programs
- 85%+ satisfaction from students and school partners
- Quarterly performance reviews completed on time
- 100% contract and documentation compliance
- Quarterly budget reporting submitted on time
- Minimum four professional learning sessions annually

Qualifications

- Minimum 5 years of youth development, education, or nonprofit program management experience
- Demonstrated success supervising staff
- Strong operational systems and documentation habits
- Experience managing budgets and funder reporting preferred
- Commitment to culturally responsive programming for boys and young men of color

To apply, submit a resume and statement of interest to: joy@sffoundation.org