



Katelle Foundation Inc. dba The Kindness Campaign (TKC)

Job Description: Program Director

Status: Full time, Non-exempt, Austin TX remote

Opportunity:

[The Kindness Campaign \(TKC\)](#) seeks a highly motivated and dynamic Program Director to join its Austin-based team. The Program Director will be responsible for overseeing the development and implementation of all programmatic offerings to ensure they align with TKC's mission and goals, and overall community impact. The successful candidate will have ample experience in program implementation and evaluation, as well as a deep understanding of social emotional health and wellness.

TKC is a non-profit that creates positive, accessible tools to build emotional health in the classroom, and at home. TKC is on a mission to help normalize emotional health by providing children, starting at age 3, with SEL (social emotional learning) tools, including our TEKS/ASCA-compliant print curriculum, workshops, and digital curriculum to help develop specific emotional health skills, all of which are rooted in TKC's foundation pillars: self image, empathy, emotional awareness, and community.

The Program Director will report directly to TKC's Founder & President.

Key Responsibilities:

- Facilitate the sales process with school districts by drafting and submitting vendor applications and RFP bids for TKC programs. Maintain ongoing communication with district procurement staff to ensure timely receipt of payments for TKC programs, services, and products.
- Develop new relationships with schools, school districts, and organizations to expand TKC's customer base, with a concentration in Texas followed by national outreach
- Develop policies, procedures, and strategies to allow successful implementation of programs
- Lead and coordinate activities for community partners (program implementation training - virtual or in person)
- Develop and manage program budgets
- Utilize data-driven analysis to measure and evaluate program performance
- Contribute to the grant proposal process as it relates to TKC programs
- Organize and oversee community outreach events related to TKC Programs and school districts, partner organizations
- Collaborate with other departments to ensure program success
- Provide regular reports to executive leadership on program outcomes and impact
- Provide support and guidance to program implementers, including training, coaching, and mentorship



- Stay up-to-date with developments in social emotional health and wellness research and best practices

Qualifications:

- Minimum of 3-5 years of managerial experience in non-profit program management
- Strong leadership, communication, and interpersonal skills
- Excellent organizational and project management abilities
- Experience with budget management and grant administration; preferred candidate would have familiarity with grant writing
- Proficiency in data analysis and performance evaluation
- Passion for promoting kindness and social change
- Bachelor's or Master's degree
- Strong knowledge of social emotional health and wellness, as well as best practices in program design and implementation
- Strong leadership skills and ability to work collaboratively with a variety of stakeholders
- Excellent verbal and written communication skills, including the ability to present to large groups
- Ability to work independently and as part of a team
- Experience working with diverse communities and populations

Work Environment:

- Remote work based in Austin, Texas
- Expectation to be on-site for meetings (internal and external), at times within a 2-hour window of notice
- Expectation to attend in-person events and community-facing networking, fundraisers, and TKC friendraising events on behalf of the organization's Founder & President
- Some evening and weekend work is required
- Use of personal technology required

Compensation / Benefits:

- \$70,000 annual salary
- Health, dental, vision, and life insurance
- Conditional, unlimited PTO. The Foundation conforms to the New York Stock Exchange's [trading holidays](#), but will also observe Juneteenth and the Day After Thanksgiving
- 401k plan (Company does not offer matching contributions at this time.)

To Apply:

- The Kindness Campaign is an equal opportunity employer committed to creating an inclusive work environment. We encourage applications from individuals of all backgrounds who are dedicated to making a positive impact in our community. Submit your resume and relevant cover letter to stacy@seedsforchangeconsulting.com. Complete applications will be reviewed as they are received with a final application deadline of August 26.