

Virginia**FIRST**
FIRST TECH CHALLENGE (FTC) Program Director

Description: Virginia**FIRST** robotics, a registered 501(c)(3) non-profit, is seeking a full-time FTC Program Director- Virginia. Full-time is defined as an average of 40 hours a week. This position offers a flexible schedule with some travel and weekends required.

Qualifications: Candidates should possess strong organizational skills, experience working with teams and committees, proven ability to meet deadlines, and excellent communication skills. Working knowledge of Microsoft Office Suite required. College degree preferred.

The ideal candidate should be team player and self-starter. This position requires flexibility and the ability to work with a number of different constituencies including staff, teams, parents, universities, alumni, community groups, sponsors and volunteers. Familiarity with *FIRST* programs is highly preferred.

Compensation: Compensation consists of salary with potential for annual bonus based upon performance and meeting goals. This position will be on an annual contractual basis. Reimbursement for travel/lodging will be provided at the standard federal contractor rate. Role will have the opportunity to participate in Virginia**FIRST** 403b retirement savings program.

Purpose: Reporting to the Executive Director of Virginia**FIRST**, the FTC Program Director, leads and executes the **FIRST** Tech Challenge program in Virginia. This role is the key resource for FTC teams needing assistance and information.

FTC Program Director:

1. Work with Virginia**FIRST** Leadership Team to create a long-term strategic plan for growth and retention of teams in Virginia.
2. Responsible for FTC team and event registration process
3. Responsible for management of FTC team grant process
4. Leads and provides ongoing leadership and assistance to FTC qualifier events as well as FTC State Championship Event.
5. Leads and provides ongoing leadership and assistance to planning and execution of team workshops, kickoff events , “meet the field” events and others as determined by Leadership.
6. Assists in the development of the FTC annual budget. Manages and oversees annual program budget.
7. Provides leads, as appropriate, for both sponsors and sources of volunteers to Development and Community Engagement to approach and solicit.
8. Respond to all team emails within 24 business hours. All phone calls within 12 business hours.
9. Provide monthly reporting to Leadership Team on progress of FTC.
10. Provide monthly newsletter team stories as appropriate

11. Work with Alumni Coordinator to effectively engage teams to solicit High School seniors to register as FIRST alumni.
12. Ensure a high quality team, coach, mentor and youth experience by fostering and providing assistance, feedback and direction to teams needing help.
13. Provide exceptional customer service to teams and volunteers to ensure they are provided with the most enjoyable experience possible.
14. Effectively leverage/manage administrative assistance provided
15. The FTC Program Director is a member of the VirginiaFIRST/FIRST Chesapeake Leadership Team.
16. Lead and Facilitate FTC planning/steering committee
17. Supervision of shared administrative resource
18. All other duties as assigned

To Apply: Please apply electronically to ssouthworth@virginiafirst.org with the subject line: VirginiaFIRST FTC Program Director Search Committee. No phone calls.

Applications should include:

1. cover letter stating interest
2. resume

For More Information: To learn more about VirginiaFIRST and its programs, visit our web sites at www.virginiafirst.org and <http://www.firstchesapeake.org>.