

Job Title	Director of Youth Programs, BrainFutures
Reports To	Executive Director, BrainFutures

## The Story

BrainFutures is a national nonprofit that advances the practical applications of promising brain health interventions and expands access to treatments and technologies. We overcome barriers to access and inspire institutional action by working with subject matter experts to conduct research, engage in advocacy, and execute high-leverage projects. Recent projects include a [guide](#) to youth executive function interventions and a series of issue briefs on [psychedelic-assisted therapy](#).

## The Opportunity

The Director of Youth Programs is an essential team member responsible for a new focus on youth programs. The first project will be the implementation of [ACTIVATE](#), an evidence-based, digital executive cognitive function enhancement program as an intervention for high-risk students within elementary and middle grade schools in Howard County, Maryland. The Director is expected to successfully launch the program in Howard County and then seek expansion opportunities for this program throughout Maryland in addition to new programming. This position will report to the Executive Director and is responsible for program administration, staff oversight, and systems and processes that advance BrainFutures' strategic goals.

## Duties and Responsibilities

- Guide all youth programming for BrainFutures with focus on program expansion in Maryland.
- Lead implementation of ACTIVATE in Howard County, Maryland including:
  - program design and ongoing communication with the vendor and the school district,
  - day-to-day program management (including travel to multiple sites),
  - oversee professional development and program management staff & contractors, and,
  - monitor student usage and outcomes.
- Develop a plan to maintain program services beyond June 2025.
- Supervise program staff and contractors; foster an environment that inspires team members to work collaboratively to achieve shared organizational goals.
- Manage program expenses, including coding, monthly budget, and month-end reviews with Executive Director and Senior Director to assure spending, project plan deliverables and impact/outcomes are consistently achieved.
- Provide input to budget development and recommend budget modifications when indicated.
- Ensure completion of all grant outcomes and milestones and accurate, timely grant reporting.
- Other duties as assigned.

## Qualifications

- The ideal candidate will have strong project management skills and a track record of managing youth programming within school districts or community-based organizations.
- Director-level experience overseeing improvement of program processes.
- At least 5 years of successful experience working in schools or youth focused organizations.
- Commitment to implementing a new program to improve students educational and mental wellbeing outcomes.
- Cultural competency working with youth and adults from multiple cultural, linguistic, and socioeconomic backgrounds.
- Strong interpersonal skills, an enthusiasm for collaborative projects, and the ability to work with and motivate a diverse groups of individuals.
- Professional discipline in a remote work environment and success collaborating with both a virtual and onsite team.
- Experience with Office 365 and Asana platforms preferred.
- Must submit to a background check.
- Bachelor's degree or equivalent experience and training.

## Position Classification

Full time, exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

## General Conditions

- Flexible schedule, ability to perform the functions of the program during the hours scheduled with the individual school systems in Howard County.
- Prolonged periods sitting at a desk and working on a computer.
- Valid driver's license, reliable transportation, and active automobile insurance coverage.
- Office available in Lutherville, Maryland. If preferred, home office or designated space to conduct confidential business including secured access to high-speed internet.
- Must be able to lift-up to 25 pounds at times.

## Location

State of Maryland, proximity to Howard County. Office space is available at our headquarters in Lutherville.

## How to Apply

Send a cover letter noting your interest with salary requirements and resume to [jobs@mhamd.org](mailto:jobs@mhamd.org).

**EQUAL OPPORTUNITY EMPLOYER:** BrainFutures is a subsidiary of the Mental Health Association of Maryland (MHAMD). MHAMD is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.