



Position Description: National Education Director

Pajama Program is committed to building a culturally diverse team and strongly encourages qualified candidates from all backgrounds to apply.

Background and Position Overview

Pajama Program is a national 501(c)(3) nonprofit that was founded in 2001. Our mission is to promote equitable access to healthy sleep so all children can thrive. We believe a comforting bedtime routine sets the stage for healthy sleep and a good night, which in turn help children thrive because they wake up ready for a good day: **good nights are good days**. Our core values are equity, impact, and community.

We focus our work on reaching children exposed to adversity in every state and Puerto Rico. To do this, we distribute new pajamas and books through over 4,000 Community Partners, which include shelters, foster-care agencies, Head Start, and Title I schools; we engage a national network of volunteer Chapter Presidents to help coordinate donations; we invite children to visit our Centers in New York City and Atlanta, virtually and, when we can, in person; and we provide sleep health education programs to children, caregivers, and teachers. Visit us at pajamaprogram.org

The Role

The National Education Director is a strategic, passionate project manager who will be responsible for overseeing the ongoing development and scaling of our deepest impact program, Sweet Dreamzzz for Early Childhood, a sleep health education training created for early childhood educators and family specialists. They will collaborate closely with internal and external teams to reimagine program delivery strategies that will allow us to reach more educators, families, and children across the country and locally, with a small but mighty team. Our ideal candidate has a background in early childhood, education design, and curriculum development. They're excited at the thought of designing large-scale trainings, taking initiative to manage business development and outreach to clients, tackling content and curriculum updates, and managing all projects from design to implementation. They're data driven, and obsessed with robust program evaluation, with a strong vision to ensure that Pajama Program is making a real impact on the communities we work alongside.

This position reports to the Chief Program Officer and supervises one direct report, the Education Programs Manager. The role is approx. 80% remote, 20% in person at our New York City Office. Candidates must be local to the New York City area.

Essential Functions & Responsibilities

- **Scale**
 - Collaborate with CPO to develop and launch both national and local partnership development strategies for Sleep Health Teacher Trainings. Work with the Education Manager to establish systems for new and continuing school partnership relationship management and ongoing meaningful engagement, creating a community of sleep health ambassadors.
 - Develop and launch scaling strategy and program implementation plan to reach ambitious growth targets, focusing especially on deepening programmatic partnerships in the NYC Area.
 - Design and oversee conference strategy in service of scaling goals.
- **Deepen**
 - Work with the Director of Learning and Development, Senior Advisor, and the Good Night Advisory Council to conduct yearly updates to education content to ensure all curricula is trauma-informed,

culturally responsive, asset-based, and engaging for adult learners with measurable learning outcomes leading to behavior change.

- Directly facilitate training sessions for educators and family support staff.
- Support the Education Manager in hiring and onboarding consultant facilitators.
- Collaborate with Senior Advisor and CPO to continue to build on internal and external evaluation tools, using data to inform programmatic decisions.
- Regularly report on programmatic progress and outcomes using quantitative and qualitative data.
- **Develop**
 - Create and launch a high-quality conference model for sleep health education programs.
 - Work with Education Manager and Director of Learning and Development to onboard and train a cohort of sleep health education facilitators.
 - Reimagine teacher training program delivery models, exploring the design and use of a Learning Management System.
 - Oversee grants management and reporting requirements including owning relationships with key grant stakeholders, organizing key grant KPIs, and designing programmatic processes that support KPI objectives. Collaborate with Development staff points and the Data & Analytics Manager to track and report progress toward grant goals.
 - Collaborate with Education Manager to gather and share testimonials and qualitative data, regularly meeting with the Development and Communications team to share stories of impact.
- **Other**
 - Perform special projects and other duties as assigned.

Qualifications

Required

- At least seven years of experience in early childhood, education program design, and curriculum development
- Demonstrated ability to build relationships with school leaders and early childhood educators
- 3 years of adult learning design and facilitation experience
- Experience project managing large scale initiatives
- Expertise developing partnership growth strategy to scale programs
- Excellent written, verbal, interpersonal, and presentation skills with individual and group audiences at all levels

Compensation range: \$85,000-\$95,000. Excellent benefits (health insurance, 403(b), parental leave, generous PTO).

Interested candidates please submit a cover letter and resume to jahna@pajamaprogram.org