



Cornerstone Executive Search has been exclusively retained by Northeast Community Center - Harmony Project KC to conduct their search for a new Program Director.



PROGRAM DIRECTOR

Northeast Community Center - Harmony Project KC

Fast Facts

- **Company Snapshot:** NECC uses the universal language of music to develop young musicians and minds, partner with families, and build community in Kansas City.
- **Position:** Program Director
- **Reports To:** Executive Director
- **Location:** Kansas City, Missouri
- **Key Focus:** Strategic and operational leadership for NECC programs, including Harmony Project KC

The Organization

Northeast Community Center utilizes the universal language of music to develop young musicians and minds, partner with families, and build community in Kansas City.

Our vision is that in a neighborhood with 25+ languages spoken, music is the universal language. It is the vehicle to positively impact academic outcomes, foster community and provide safety after school, and support social-emotional well-being.

The Opportunity

The Program Director will provide strategic and operational leadership for NECC programs, including Harmony Project KC, Care Services, and the Path to College & Career. Reporting to the Executive Director, this leader will ensure program design, implementation, staff supervision, family engagement, artistic excellence, partnerships, and budget management are aligned with NECC's mission, values, and strategic plan. The ideal candidate is a collaborative, mission-driven program leader who can translate vision into strong daily operations while building a culture of belonging, accountability, growth, and joy for students, families, faculty, staff, and partners.

Key Responsibilities

- Lead program visioning, annual operating plans, goals, timelines, staffing plans, budgets, and measures of success in alignment with NECC's mission and strategic plan.
- Oversee planning, coordination, and execution of NECC and Harmony Project KC programming across sites, including classes, ensembles, private lessons, music therapy, supportive services, workshops, concerts, field trips, and special events.
- Design, maintain, and uphold program policies, Standard Operating Procedures, safety practices, arrival/dismissal procedures, student supervision expectations, and campus logistics in collaboration with program staff.
- Supervise, coach, evaluate, recruit, hire, contract, orient, train, and retain assigned program staff, Teaching Artists, Program Aides, Site Leads, contractors, interns, and volunteers.
- Build and maintain meaningful relationships with students and families; support parent engagement, behavior support systems, student success planning, bilingual communication, and family-facing workshops.
- Oversee program data quality, including enrollment, attendance, assessments, surveys, student logs, referrals, family communication, and outcomes; use data and feedback to evaluate effectiveness and guide improvement.
- Develop, maintain, and strengthen partnerships with schools, community organizations, arts organizations, family-serving nonprofits, funders, and stakeholders that benefit NECC children and families.
- Collaborate with the Executive Director, finance staff, Development Director, and program leaders on program budgets, grant/reporting information, impact storytelling, purchasing, contracts, and resource planning.

Qualifications

- Bachelor's degree required in music, education, nonprofit management, arts administration, social work, youth development, or a related field; master's degree required. Music background and Spanish fluency are strongly preferred.
- Minimum of 5–7 years of progressively responsible experience in youth programming, music education, arts administration, nonprofit management, or a related field, with demonstrated success supervising staff and contractors, managing complex program operations, working with school-age children and families from diverse backgrounds, building community partnerships, and using data, feedback, and outcomes to improve programs and communicate impact.
- Detail-oriented, reliable, and able to work independently as well as collaboratively as part of a team, with strong written and verbal communication skills.
- Proficient in Microsoft Office, Google Workspace, Canva, and Airtable, with the ability to manage and prioritize multiple tasks in a fast-paced environment.
- Ability to walk a multi-building campus, climb stairs, and lift up to 25 pounds.
- Valid driver's license and proof of automobile insurance required.
- Availability to work evenings and Saturdays as needed.

Additional Expectations

- Strong fit with NECC's organizational and staff values, including community, belonging, growth, joy, cultural responsiveness, openness, collaboration, and trust.
- Knowledge of the needs and strengths of children and families living in under-resourced and under-invested communities.
- Strong relationship-building, coaching, collaboration, problem-solving, organizational, and written and verbal communication skills.
- Culturally responsive and strengths-based approach to children, families, faculty, staff, and community partners.
- Ability to manage multiple priorities across a multi-building campus and multiple program sites.
- Valid driver's license and proof of valid automobile insurance; background check required.
- Full-time, exempt position, 40 hours/week, with a flexible schedule that includes evenings, Saturdays, and occasional special events.

THE NORTHEAST COMMUNITY CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, OR ETHNICITY IN STUDENT ADMISSIONS OR IN ANY PROGRAMS IT ADMINISTERS.

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