



Healthy Relationships. Thriving Families. Stronger Communities.

Job Description

Name:		Hire Date:	
Job Title:	Director of Programming & Partnerships	Job Category:	Exempt
Reports to:	Michelle Shirley	Travel:	95% locally; 5% nationally

The Director of Programming will coordinate all adolescent and parenting programs and ensure county, state, federal guidelines are met as well as local and state funders, foundations and unrestricted sources guidelines. This position is responsible for providing support to all Program Managers and Parenting Director. S/HE reports to the Executive Director. They will supervise all program reporting, data analysis and will coordinate meetings with staff and for staff trainings. The Director of Programming must be detailed-oriented and a master collaborator, ready to prepare, plan and implement program initiatives and monitor their progress to completion. S/HE needs to be innovative, highly organized, flexible and dependable.

Job Responsibilities:

- Develop an effective plan of action for running all programs from inception to completion.
- Implement satisfactory trainings to meet grant and funders guidelines and requirements and will comply with applicable state and federal standards and regulations.
- Ensure curriculum fidelity is followed across all youth and parenting programs.
- Make sure all program managers and directors are managing their programs and staff effectively.
- Assist Executive Director gathering data, developing and submitting grant proposals in a timely manner.
- Manages and examines the work of direct reports to ensure the quality of service provided is excellent.
- Makes sure we meet all re-application deadlines in a timely manner.
- Assists Executive Director in soliciting new funding opportunities for youth and parent development programs.
- Oversees data collection processes and systems for all program departments and analyzes data to appropriately measure success and challenges.
- Manage daily operations that support and implement our current program objectives.
- Ensure program schedules and timelines are being followed.
- Oversee Program Managers and Directors and advise in various tasks and best practices.
- Ensure the smooth and proper functioning of current programs.
- Assess and manage program risks.
- Suggest and implement innovative plans and processes to improve program functions.
- Develop work systems and processes that effectively drive productivity.
- Suggest and work closely with communications team to increase awareness of the different programs.
- Set goals for the programs and track progress, setbacks and overall performance.
- Track, record and compile program performance data.
- Analyze program results and present findings to executive team.
- Seek out new and creative program ideas to implement.
- Make sure programs stay within budgets.
- Help secure and manage program funding.
- Provide strategic vision and strong leadership while directing our team leaders.
- Ensure programs always support and advance the organization's mission.
- Requires direct reports to know the whereabouts of their staff members.
- Attends community meetings, local community events, radio stations and coalition meetings as a Be Strong representative.

- Ensure that direct reports meet on a consistent basis with their teams to ensure productivity and client satisfaction (clients: schools, students, parent, and community stakeholders).
- Assists direct reports with programmatic and personnel issues.
- Responsible for completing and meeting monthly KPI reports.
- Assists to solidify school/community/business partnerships with agreements and/or letters of support.
- Responsible for making the Executive Director immediately aware of program concerns, funding challenges, etc.
- Periodically conducts and/or documents professional development trainings with direct reports and addresses additional personnel needs or concerns to HR.
- Assists to support the creation of additional youth programs that align with the agency's educational areas of expertise while offering the potential for unrestricted revenue.
- Works closely and meets with managers to ensure that data outputs/templates are correct and reviewed in a consistent manner.
- Communicate and advocate effectively for positive health behaviors among participants and direct reports.
- Regularly checks and sends correspondence as needed via email and/or project management system.
- Assists with suggestions and review of website and social media programing information as needed.
- Positively reinforce the agency's core values and reminds direct reports to do the same.
- Actively re-assesses program measures and work with project evaluators to make sure that all program objectives are being met and makes immediate changes if objectives are not being met.
- Other duties as assigned.

Essential Duties and Responsibilities:

- Have reliable transportation with proof of insurance and acceptable driving record.
- Able to travel to multiple locations in a single day.
- Available to work occasional evenings, weekends, overnights, and conduct out of state travel as required.
- Responsibly represent the agency with a high standard of professionalism.
- Have a cellular phone and is able to communicate, check and respond to emails using the device.

Required Experience, Qualifications and Skills

- Master's degree preferred.
- BA in management, human services, or related field.
- 2+ years of experience as a program director.
- 2+ years of experience in working with youth in urban settings is a must.
- Experience in leading team members towards achieving a common goal.
- Excellent self-starter and must be self-motivated.
- Knowledge of positive youth development practices/healthy relationship education and must have a strong desire to see youth achieve positive life outcomes.
- Some familiarity with Miami Dade/Broward county and local sub-communities.
- Proficiency in computer skills and programs such as Microsoft Office: Word, PowerPoint, Outlook and Excel.
- Very organized and detail oriented.
- Excellent written and communication skills.
- Basic accounting and data management skills.
- Strong business sense.
- Excellent customer services skills.
- Strong attention to detail.
- Ability to prioritize and multi-task.
- Strong organizational skills.
- Strong communication skills.