



Job Description

Durham's Partnership for Children

Job Title: Director of Programs

Reports To: Executive Director

Classification: Exempt

Department: Program & Evaluation

Effective

Salary Grade: 11

Date: September, 2019

JOB STATEMENT:

The Director of Programs is responsible for oversight of all funded programs, contracts management, providing oversight for the development and implementation of the various programs, programmatic RFA process, providing oversight to the monitoring contractors and funded programs, coordinating the work of standing committees, working with the community at large in areas involving children and their families and other duties deemed necessary by the Executive Director. The Program Director serves as a key internal and external leader for the organization. S/he oversees a collaborative and best practice team of internal program staff as well as serves as liaison to contracted initiatives.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Work closely with all Program and agency staff
- High sense of accountability, be a self-starter and exhibit a keen attention to detail
- Ensure the provision of technical assistance for direct service providers and funded programs
- Provide research information and technical support as needed
- Assist in the development of state and private funding opportunities
- Oversee the compilation of all bidding, RFA, and monitoring documents
- Compile RFA information for Board review Funded Program Management
- Monitor direct service providers for grant/CAD compliance
- Must have excellent communication skills, both orally and written.
- Strong skills in organizing and presenting data
- Ability to establish and maintain effective working relationships with a wide range of individuals
- Assist in planning and implementing special projects
- Work with organizations that support young children and families
- Promote DPfC and represent DPfC as needed

- Collaborate with Community Engagement Manager and Evaluation Program Coordinator on circulating report data
- Collaborate with staff on event-specific advertising Supervision
- Supervise and lead assigned program staff. This includes ensuring staff are fully trained, providing coaching and feedback timely and appropriately
- Conduct annual performance reviews with Executive Director and hold regular planning meetings
- Develop work and department plans with all program staff
- Notify Executive Director of any personnel problems as soon as they present
- Develop program staff capacity through mentoring and training

EDUCATION AND EXPERIENCE REQUIRED FOR POSITION:

Master's degree in Public Administration, Early Childhood Education, Public Health, Sociology, Community Psychology, Organizational Development, Social Work, Human Service Administration, or related field, and a minimum of five years of increasingly responsible professional experience in a related field or an equivalent combination of education and experience

- Valid US driver's license
- Motivated and results oriented
- 3 years management experience
- 3 years' experience in a non-profit human services agency or equivalent
- 2 years' experience in grant management
- High working knowledge and proficiency utilizing PC based tools (Microsoft Office Suite Outlook, Word, Excel and Power Point).
- Experience with online, cloud-based data platforms preferred
- Must have knowledge of early care and education and early child development systems and issues
- Knowledge of health and human services agencies in Durham County is highly desirable.

This is a full-time position, and occasional evening and weekend work may be required as job duties demand. Travel may be expected.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

CERTIFICATIONS, LICENSES:

Valid driver's license

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, speak, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

Durham's Partnership for Children is an equal opportunity employer committed to diversity, equity, child safeguarding, and inclusion.

This position has competitive benefits and generous 401(k). Please submit a cover letter and resume to officeadmin@dpfc.net with "Director of Programs" in the subject line.

Updated: September 2019