



900 N. Seacrest Blvd., Boynton Beach, FL 33435

www.sjcpromise.org

JOB DESCRIPTION

POSITION TITLE: Director of Programs

REPORTS TO: Executive Director/President

STATUS: Exempt

HOURS: 20-25 Hours per week (*Hybrid – in person/virtual*)

BENEFITS: Paid Time Off (PTO)

SALARY: \$23,400 - \$32,500

SUMMARY OF POSITION

The St. John Community Promise, Inc. is looking for an experienced Director of Programs for the delivery and overall success of each program. The Director of Programs will supervise managers and keep the Board President and management up-to-date on each program's progress and performance.

A successful Director of Programs must have a broad knowledge of program management principles. They must have a strategic mindset as well as be able to lead and develop their subordinates.

The goal is to ensure every program will be delivered successfully and add the highest possible value to the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES AS DIRECTOR OF PROGRAMS

- Initiate and set goals for programs according to the strategic objectives of the organization
- Plan the programs from start to completion involving deadlines, milestones and processes
- Develop or approve budgets and operations
- Devise evaluation strategies to monitor performance and determine the need for improvements
- Supervise all program and project managers involved to provide feedback and resolve complex problems
- Discover ways to enhance efficiency and productivity of procedures and people

- Apply change, risk and resource management principles when needed
- Review and interpret data reports prepared by managers to determine progress and areas of concern
- Ensure program operations and activities adhere to legal guidelines and internal policies
- Track all program outcomes and complete a final report upon completion of deliverables
- Maintain relevant data, photos, staff/volunteer/patient quotes and stories for all programs
- Work closely with grant consultant
- Review, research and write grants for programs
- Keep Board of Directors and senior management informed with detailed and accurate reports or presentations

MINIMUM REQUIREMENTS

- Field director experience
- Proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Networking within the community and other agencies
- Two (2) - three (3) years' experience in writing, managing, reporting, and compliance with local, state, and federal funding and grants.
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of various technological and social media platforms, MS office and program data management software (Word, Excel, Powerpoint, Team, Google Products, Instagram, Zoom, Slack, Facebook, Twitter, etc.)
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- Oversee personnel records
- An analytical mindset with great problem-solving abilities
- Excellent oral and written communication skills
- BS/BA diploma in business management, business administration, psychology or a relevant field; MS/MA preferred.
- Special projects and other duties as assigned.