



**Job Title:** Director of Programs

**Salary Range:** \$55k – \$70k

### **Job Summary**

The Director of Programs is responsible for program delivery including client services and staff management. The Director of Programs will partner closely with the President/CEO to plan for the growth and strategic response of the Glades Initiative to ever-increasing demand for the organizations services as well as in the administration of agency operations. Additional responsibilities include grant writing, management and reporting. This position reports directly to President/CEO.

### **Key areas of responsibility**

- Supervisory responsibilities of program staff, program and data reporting and funding reports
- Work collaboratively to identify gaps in services, best practices and creative solutions to meet the needs
- Conduct research, and analysis on programs and the system of care for health & human services. Data collection and reporting
- Expand revenue/resource generating activities to support the Glades Initiative and the Glades health and human service system through grant seeking, research, and writing
- Organize forums, trainings and events related to the mission of the Glades Initiative
- Engage in marketing and community relations activities aimed at providers, community residents and potential donors
- Build and maintain strong relationships with diverse populations, clients, community service agencies, and funders
- Work collaboratively to develop and maintain program service implementation in the Glades
- Assist the President/CEO in the financial management of programs and grant awards
- Provide administrative support to the President/CEO

### **Consults with**

Funding organizations, Palm Beach County health and human service providers, Glades area advocacy groups and businesses.

### **Qualifications**

- Experience in program management, strategic plan development/implementation, communications, marketing, data management and community engagement.
- Master's degree preferred. Bachelor's degree required.
- Requires excellent computer skills Microsoft Office, data management & web navigation
- Minimum 3 years of supervisory experience in health and human service work.
- Proven ability to work with flexibility, efficiency, and manage time effectively
- Passionate about the mission of the Glades Initiative and its impact
- Valid Florida driver's license, automobile insurance and reliable automobile;

### **Knowledge, Skills, and Abilities**

- Knowledge of grant application and management processes



- Ability to give attention to detail, establish priorities, and meet deadlines
- Ability to juggle multiple competing tasks and priorities
- Experience and comfort with public speaking/presentation
- Outstanding written communication skills, experience writing applications and reports
- Ability to communicate with professionalism, transparency, directness, and tact
- Ability to gather, analyze, and evaluate data for the purpose of continuous improvement
- Ability to build productive relationships with clients and staff from community agencies
- Experience with Microsoft Office -excellent computer skills and web navigation
- Ability to manage data with close attention to detail
- Knowledge of community service organizations in the Glades area is preferred
- Bilingual proficiency is preferred but not required

**Interested applicants can email their cover letter and resume to [jobs@gladesinitiative.org](mailto:jobs@gladesinitiative.org) by 10/7/19**

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