



Job Title	Program Director
FLSA Classification	Exempt
Employment Status	Regular, Full-time
Salary Range	\$58, 213.35 - \$92,014.65
Work Hours	40 hours per week, with varied schedule possible due to events, partner and donor meetings, outreach or speaking engagements.
Supervisor	Chief Executive Officer
Location	Northern Colorado
Scope	The Program Director will drive the successful implementation of Project Self-Sufficiency's Selfpower Model. This position will be responsible for the execution and overall impact of our service delivery model. It will supervise the program team and inform the organization's leadership on progress and performance, proactively addressing areas of concern. The position is the primary driver of programmatic outcomes, data-driven program assessment, and program team support and development. The goal of this position is to ensure program elements are delivered successfully and add the highest possible value to our single-parent families and to the community.
Essential Functions and Duties	<p><u>Program Development, Execution and Oversight</u></p> <ul style="list-style-type: none"> • 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 and monitor budgets • Devise and execute evaluation strategies to monitor program performance and impact to determine the need for improvements • Supervise all program staff to provide feedback and resolve complex problems regarding program execution • Discover ways to enhance efficiency and productivity of procedures and people without compromising engagement and passion • Apply change, risk and resource management principles when needed • Ensure program operations and activities adhere to legal guidelines and internal policies • Keep leadership informed with detailed and accurate reports or presentations <p><u>Staff Supervision and Development</u></p> <p>Advisors work directly with families, ensuring that our program model is executed effectively with successful program outcomes. The Program Director directly supervises employees on the team and supports them collectively and individually with guidance and expertise in navigating the nuances inherent in our work while carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.</p> <ul style="list-style-type: none"> • Interviews, hires, trains and develops employees; plans, assigns, and directs work to ensure team is working effectively together; conducts performance appraisals; rewards and disciplines employees; addresses complaints and resolves problems • Identifies individual and team skills training opportunities that can be utilized to improve program elements leading to improved program outcomes; ensures that team is working effectively together <p><u>Community Relations and Collaborations</u></p>

	<ul style="list-style-type: none"> • Pursues and leverages strategic relationships with community partners in order to advance the mission of Project Self-Sufficiency • Create working relationships with community partners, including Memorandum of Understandings when appropriate • Designates or serves as liaison to community groups and partners • Support grant writer’s requests for data and other information required to craft compelling grant proposals sharing knowledge of program elements, evidence-based best practices and program outcomes <p><u>Leadership Team</u> This position is a member of the Senior Leadership Team and actively collaborates with the team and Board of Directors in accomplishing organizational priorities.</p> <p>Other duties, as assigned</p>
<p>Knowledge and Skills</p>	<p><u>Community relations and collaborations</u></p> <ul style="list-style-type: none"> • Demonstrated skills in relationship building and creating mutually beneficial collaborations with external stakeholders • Outstanding verbal and written communication and presentation skills • Must be able and willing to interface with vendors, donors, and the community to promote the organization’s mission through events, presentations. Strong presentation and public speaking skills • A firm understanding of the nonprofit sector and working knowledge of the complexities of generational poverty • Understanding of how our work integrates with Northern Colorado workforce and economic development initiatives • Understanding of career pathways, including nontraditional career paths, and post-secondary education • Able to assess opportunities and build strategies to advance program reach and outcomes <p><u>Technology and workplace skills</u></p> <ul style="list-style-type: none"> • Evaluate data and understand database platforms, such as Salesforce for reporting and metrics • Exceptional skills in Excel, and entire Microsoft Office Suite, Adobe • Ability to use data for program analysis and make data-driven decisions • Organized, efficient, detail-oriented, able to multi-task and manage projects and competing priorities • Goal driven with analytical mindset and great problem-solving abilities <p><u>Leadership, relationship-building and teamwork</u></p> <ul style="list-style-type: none"> • Demonstrated successful use of change management principles to improve and develop programming • Developer of people with demonstrated ability and willingness to have difficult conversations with team members leading to productive outcomes • Strong approach to aligning teams, including clear and transparent communication and proactive in providing support and coaching in areas of need • Forward-thinking mindset, strategic experience, and planning skills.
<p>Education and Experience</p>	<ul style="list-style-type: none"> • 5+ years of related professional work experience, including 2 years supervising and leading teams towards specific measured outcomes • Preference for Master’s degree in Social Work or equivalent experience • Current LCSW licensure preferred • Experience implementing and monitoring the success of new programs as well as organizing program activities using teamwork, collaboration and goal-setting

Physical requirements/ Working Conditions	<ul style="list-style-type: none"> • Ability to use computers and look at monitors for up to 8 hours per day. • Ability to stoop, kneel, reach, and bend at the waist. • Ability to sit or stand for up to 10 hours per day. • Ability to use hands and fingers and have good manual dexterity for the use of common office equipment such as computer terminals and copiers/ printers. • Ability to hear, see and speak within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents. • Ability to communicate orally with volunteers, customers, vendors, management, and co-workers. • Ability access transportation for local travel to various locations. • Ability to lift 50 lbs. for event and office supply movement and transport.
Additional Information	Benefit package includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, pro-rated PTO and 10 paid holidays per year.

Project Self-Sufficiency does not discriminate on the basis of race including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. Project Self-Sufficiency also does not discriminate on the basis of, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, military or veteran status, age, physical or other disabilities, or any other characteristics protected under federal, state, or local law.

For more information about Project Self-Sufficiency, please visit www.bringthepower.org.