



JOB OPENING ANNOUNCEMENT

DIRECTOR OF PROGRAMS

Job Title: Director of Programs
Reports to: Executive Director
Location: Central Los Angeles
FLSA Status: Full-time Exempt

SUMMARY

Reporting to the Executive Director, the Director of Programs directs delivery of programs in accordance with the organization's Strategic Plan and program goals. The Director of Programs ensures that program activities and outcomes comply with funding requirements through the supervision of program directors, as a liaison with government agencies and funders, and as a member of the senior management team.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES

The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strategy and Vision (10%)

- Responsible for the design, implementation, and revision of impactful programs that align with the mission, vision, and values of organization. Program Director is specifically responsible for Strategic Goal number 2, "Strengthen program impact through evaluation and learning."
- Provide programmatic leadership and input for all program-related activities and events with the Executive Director and other key members of senior management.
- Provide vision for program direction, assist with program development and work collaboratively with senior leadership and the Board of Directors to identify the strategies and priorities for refining Bresee's programmatic and community impact.

Leadership (20%)

- Oversee, direct, and organize the work of all of Bresee's program teams to ensure alignment with organization mission, vision, values, and Strategic Plan.
- Develop a culture of learning within the organization by implementing and leading a continuous quality improvement process, focusing on systems/process improvement.
- Identify opportunities to leverage cross-program strengths to take advantage of new opportunities and to address organizational challenges as they arise.
- Support and hold program teams accountable for establishing, meeting, and evaluating program outcome goals. Current processes include; program planning, staff training, annual reviews and formal programmatic evaluation procedures.
- Organize and guide Board Program Committee to drive Board engagement around program quality and program engagement opportunities. Provide bi-monthly report out to the Board of Directors on program status, progress, needs and future goals.
- Work with the Director of Operations to facilitate weekly staff meetings.

Program Management (30%)

- Provide effective and inspiring leadership by being actively involved in programs, events and services, developing a broad and deep knowledge of all programs.
- Current core programs include: Family Source Center, Middle and High School, Gang Reduction and Youth Development.
- Support day-to-day implementation of programs, including facility usage, staffing, and client grievances.
- Ensures data collection and reporting structures are properly carried out across all programs, working with and managing the Director of Evaluation and Learning and their responsibilities.
- Responsible for accurate documentation, tracking and reporting outcomes, and any additional information needed for government contracts and grant funders, in collaboration with the Development team.
- Manage all program-related expenses, ensuring appropriate procedures are followed and monitoring program budgets for modifications.
- Oversee selection and hiring for all program staff including drafting and updating job descriptions, participating in interviews, performing reference checks, and making hiring decisions in collaboration with program directors.
- Oversee curriculum design and implementation for new programs as well as existing programs with curriculum improvement goals.

Team Development (30%)

- Lead, coach, and retain program directors with an emphasis on developing capacity in staff management, strategic evaluation and planning, and program budgeting.
- Establish and monitor program directors' performance goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Develop and implement a plan for staff training in each program department to expand the capacity of program staff to achieve designated program outcomes and continue a positive organizational culture.

External Resource Development (10%)

- Partner with the Executive Director to represent organization with external constituency groups, including community, governmental, and private organizations.
- Partner with the Director of Development to identify new funded partnerships to support current programs and strengthen relationships with current supporter base.
- Oversee program partnerships, including vetting new potential partnerships, maintaining and developing existing partnerships, and annually assessing partnerships for program alignment.

EDUCATION/EXPERIENCE/QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Seasoned professional with minimum 5 years of nonprofit management, preferably in an urban youth organization.
- Bachelor's Degree from an accredited college or university required. Master's degree a plus.
- Proven track record of effectively leading a direct service organization with a complex array of programs with the ability to leverage strengths across program areas.
- Strong management skills including the ability to influence, engage, and lead others to new levels of effectiveness and programmatic impact.

- Demonstrated ability to be an analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Strong mentoring and coaching experience to a team with diverse levels of expertise.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, organization's Board of Directors, staff, and external stakeholders.
- Superior project management, organizational, teamwork, interpersonal relationship, and active listening skills.
- Demonstrated computer expertise with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Demonstrated sensitivity to multicultural issues, and be comfort working in multi-cultural, urban environment.
- Self-motivated, results driven, detail oriented, and adaptable.
- Able to exercise good judgment, discretion, and confidentiality.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand, support, and be able to articulate Bresee's Vision, Mission, and Values Statement, as well as program specific information.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION

Location is based on a percentage of where work time is spent.
In office 85%, out of office 15%. Indoors 95%, outdoors 5%.

HOURS AND BENEFITS

Full-time exempt position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation, holiday, and sick pay, and 401k type pension plan.

TO APPLY

Submit cover letter and resume to jobs@bresee.org with the **Subject Line: Director of Programs position**.