

SMART START OF NEW HANOVER COUNTY
PROGRAM DIRECTOR
JOB DESCRIPTION

Job Title: Program Director
FLSA Status: Salary Exempt
Reports to: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES are to build agency and community capacity to meet the overall needs of children and families and the systems that support them.

Help ensure the successful implementation of the SSNHC Strategic Plan

- With Executive Director and SSNHC Board members, update the Strategic Plan regularly
- Assist with collection of community needs data as needed
- Work with SSNHC staff, board members, and other community partners to plan and select evidence-based programming and comprehensive strategies to advance the goals and projected outcomes of the SSNHC Strategic Plan.
- Oversee the development and management of requests for proposals (RFPs) and requests for application (RFAs) processes to address goals of SSNHC Strategic Plan
- Develop and maintain relationships with NCPC and other funder's staff to coordinate and align SSNHC services with funding and reporting requirements and opportunities.
- Provide reports to the board on progress towards Strategic Plan goals.

Grants management to assure compliance with regulatory, contract, and implementation requirements

- Provide grants management oversight to all funded activities, from Smart Start and other funding sources, to ensure compliance with all requirements.
- Provide programmatic monitoring of all funded program to accurately assess program compliance with contract requirements
- Work with department managers and the Executive Director to provide support, as needed, for program management and model fidelity.
- Coordinate with Fiscal Director to ensure budgetary compliance.
- Guide assessment of program standards across departments for compliance with contracts and best practices in early childhood education to address goals of SSNHC Strategic Plan
- Supervise and manage contracted program evaluation and data collection work.

Evaluation and Quality Enhancement

- Work with the contracted program evaluator, department managers, the Finance Director, the Executive Director and the board, assist with the design and implement of evaluation plans for all funded programs, including documentation of both accountability factors and demonstration of impact
- Oversee evaluation of all funded programs funded by contracted evaluator
- Utilize evaluation data to improve performance in order to achieve goals as outlined in SSNHC Strategic Plan and align evaluation data across departments with EC Profile and other community indicators
- Assist with programmatic quality enhancement or improvement plans as needed

Systems Building

- Promote SSNHC programs and mission and represent SSNHC in the community
- Create and implement annual outreach plan with Community Outreach Team
- Facilitate collaborations among community Partners to integrate and maximize resources to address the needs of young children and their families
- Identify, coordinate and leverage community resources to meet the priority of young children and their families
- Coordinate involvement of program staff across departments in convening, leading and participating in state and local work groups and committees and in SSNHC and community partner events
- Supervise and oversee the work of the Communications and Events Coordinator

SUPERVISORY RESPONSIBILITIES: Includes, but may not be limited to, contracted evaluation staff and the Community Outreach and Engagement Coordinator. The position will have oversight responsibilities outside of direct reports.

EDUCATION AND/OR EXPERIENCE: Master's degree in Early Childhood, Family Systems, Nonprofit Management or a related field and five years of increasingly responsible administrative experience, at least two of which shall have been in a supervisory capacity. Or, a Bachelor's degree in similar fields with commensurately more work experience. Direct experience in grant writing, reporting, and administration and in marketing /public relations is beneficial.

LANGUAGE AND REASONING SKILLS: Ability to read, analyze and interpret written reports and articles, legal documents, technical procedures and regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from staff and community partners; communicate effectively in both written and oral form to individuals and to groups. Ability to define problems, collect data, establish facts and draw valid conclusions; exhibit independent judgment, understand and relate to community concerns, use information to refine, advance, create or redesign processes, systems, and programs.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of organizational management; principles and practices of marketing and public relations; child and family services strategies; and of emerging issues and opportunities in early childhood systems. Ability to provide vision and leadership; excellence in problem-solving and leading effective change. Ability to collaborate and to convene individuals and organizations around issues and ideas.

PHYSICAL DEMANDS: The physical demands described here are representative of what must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The position will require some travel locally as well as outside of our region. Access to transportation is required.