

Director of Programs Sample Job Description

(Small organization)

Position Description

XYZ Nonprofit

Director of Programs

Organization

Founded in 1995, XYZ Nonprofit's mission is...

Revenues: \$3 million to \$10 million

We do this by...

For more information, please visit www.XYZnonprofit.org

Position

Reporting to the Executive Director (ED), the Director of Programs will be responsible for the operational success of XYZ Nonprofit ensuring seamless team management and development, program delivery, and quality control and evaluation. In this newly established role, the Director of Programs will manage a growing staff of X. The Director of Programs will be the key external face of XYZ Nonprofit in the community.

Responsibilities

Leadership:

- Cultivate existing relationships with vendors with the goal of ensuring sufficient space and resources and access to services
- Develop and implement strategies that will maximize the synergies among program areas

Team Management and Development:

- Develop and implement a system to evaluate the skill, experience and professional development needs of all staff
- Implement a professional development program to address employee experience and skill gaps

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation, and goal setting for all employees
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards
- Recruit, hire, and oversee training and orientation of all staff members

Program Operational Management:

- Using the existing balanced score card and program dashboard; establish consistent, objective program performance standards of accountability

Qualifications

This is an extraordinary opportunity for an individual with team management experience to grow and further develop a proven program. The successful candidate will lead programs, partner with the ED and work collaboratively with a high-performance management team. Specific requirements include:

- Minimum of a BA, MA preferred
- At least 10 years of experience with three of those in a team management role
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Deep understanding of human resources, employee performance improvement plans, and corrective action policies
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for XYZ Nonprofit's mission

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.