

POSITION TITLE: Project Director

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

PRIMARY PURPOSE:

The Project Director is accountable to the Executive Director for implementation of accurate processes and practices across the organization. The specific duties of the Project Director include managing grants and programs - and inspiring leadership that guides staff and promotes the values and culture of the organization. This includes mentoring team members, finding ways to increase quality programming and implementing best practices across all levels.

ESSENTIAL DUTIES:

- Oversees all programs including processing and analyzing programmatic data and reports;
- Manages volunteer program;
- Develops systems/forms for day to day operations and analyzes/monitors results/outcomes;
- Manages and ensures compliance of financial (QuickBooks) and technology (website) systems;
- Assists with payroll and HR
- Attends Board of Directors meetings to ensure that organization is following through on short and long term goals;
- Identifies and addresses problems and opportunities for the organization;
- Assists in the development of grants and ensures compliance with awarded contract requirements;
- Builds partnerships with other organizations that align to the mission of the organization
- Works with the Executive Director and staff to review organizational performance to contracts, plans, and budgets. Makes recommendations to the Executive Director to assure compliance with the contracts, budgets and securing additional funding;
- Works with Executive Director to develop and maintain strategic, financial, technical, operational and marketing plans; and
- Provides timely reporting to the Executive Director and Board on performance to contracts, budgets and established results/outcomes.

Preferred Skills

- Bachelor's degree in operations management or equivalent work experience;
- Experience with Microsoft Office, website software, social media platforms preferred;
- Ability to build relationships among partners and employees; and
- Excellent communication skills, both written and verbal.

Compensation

- \$50,000 - \$60,000 full time salary, medical, dental

Email resume and three references to info@uluae.org.