



Job Title: Director of Programs

Salary Range: \$55k – \$65k (neg)

Job Summary

The Director of Programs has both internal and external facing responsibilities including resource development, and operational responsibility for programs and projects. The Director of Programs will partner closely with the President/CEO to plan for the growth and strategic response of the Glades Initiative to ever-increasing demand for the organizations services as well as in the administration of agency operations. This position reports directly to President/CEO.

Key areas of responsibility

- Work collaboratively to identify gaps in services, best practices and creative solutions to meet the needs
- Conduct research, and analysis on programs and the system of care for health & human services. Data collection and reporting
- Expand revenue/resource generating activities to support the Glades Initiative and the Glades health and human service system through grant seeking, research, and writing
- Supervisory responsibilities of program staff, program and data reporting and funding reports
- Organize forums, trainings and events related to the mission of the Glades Initiative
- Engage in marketing and community relations activities aimed at providers, community residents and potential donors
- Build and maintain strong relationships with diverse populations, clients, community service agencies, and funders
- Work collaboratively to develop and maintain program service implementation in the Glades
- Assist the President/CEO in the financial management of programs and grant awards
- Provide administrative support to the President/CEO

Consults with

Funding organizations, Palm Beach County health and human service providers, Glades area advocacy groups and businesses.

Qualifications

- Experience in program management, strategic plan development/implementation, communications, marketing, data management and community engagement.
- Bachelor's degree desired, Master's degree preferred.
- Requires excellent computer skills Microsoft Office, data management & web navigation
- Prefer 3-5 years of experience in health and human service or nonprofit work.
- Proven ability to work with flexibility, efficiency, and manage time effectively
- Passionate about the mission of the Glades Initiative and its impact
- Valid Florida driver's license, automobile insurance and reliable automobile;

Knowledge, Skills, and Abilities

- Knowledge of grant application and management processes



- Ability to give attention to detail, establish priorities, and meet deadlines
- Ability to juggle multiple competing tasks and priorities
- Experience and comfort with public speaking/presentation
- Outstanding written communication skills, experience writing applications and reports
- Ability to communicate with professionalism, transparency, directness, and tact
- Ability to gather, analyze, and evaluate data for the purpose of continuous improvement
- Ability to build productive relationships with clients and staff from community agencies
- Experience with Microsoft Office -excellent computer skills and web navigation
- Ability to manage data with close attention to detail
- Knowledge of community service organizations in the Glades area is preferred
- Bilingual proficiency is preferred but not required

Interested applicants can email their cover letter and resume to jobs@gladesinitiative.org by 3/22/19

Revised: March 2019