



## **JOB TITLE: DIRECTOR OF PROGRAMS**

### **GENERAL SUMMARY**

The scope of work for the Director of Programs (“Director”) position includes these key categories: (1) program delivery, (2) quality control and evaluation, and (3) team management and development. Under the supervision of the Executive Director, the Director oversees the operational planning, establishment, execution, and evaluation of the agency’s programs. Our current two largest contracts fall under two categories: HIV Housing and Wellness. As a member of the senior management team, the Director is expected to set a tone of community-based professionalism, compassion and excellence both internally with staff and externally with clients and funders. Essential duties include management of the department, staff supervision and training, planning and evaluation of department operations, budget development and monitoring, continuous quality assessment, and some direct services, both piloting and delivering new projects.

### **RESPONSIBILITIES:**

- Manage and oversee the administrative and daily operations of Rafiki Coalition’s programs and services, ensuring compliance with local, state, and federal policies and regulations.
- Oversee the supervision of personnel, which includes work allocation, training, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.
- Promote wellness programming by designing, implementing and assisting with the overall management and delivery of health information, health education and health support services.
- Oversee contract, grant and/or government funding requirements; approve and monitor budget expenditures; assist in preparing program budget revisions; provide status reports on all program activities; assist with proposal writing to develop additional funding.
- Provide technical and/or professional coordination and leadership in the execution of day-to-day program activities, as appropriate to program objectives and area of expertise.
- Develop and implement systems and processes to establish and maintain records for the Programs Department.
- Oversee and/or coordinate the collection, compilation, and analysis of program activity and client demographics data; develop, write and present comprehensive statistical and narrative program reports.
- Assist in producing, developing, advertising and marketing products; may assist in developing teaching materials, handouts, pamphlets, and brochures.
- Assist in establishing and implementing short- and long-range goals, objectives, policies and operating procedures.
- Collaborate with other community organizations to consolidate resources and enhance programs.
- Develop or assist with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient operation of Rafiki Coalition programs.
- Other related duties and agency programming as assigned by the Executive Director.



**PREFERRED QUALIFICATIONS:**

- Master's Degree (MA, MFT, MSW, MPH, MPA) or Doctorate (PhD, PsyD, MD). Preferred emphasis in community mental health, community wellness, or public health or public administration with a minimum of two years of direct community and management experience.
- Strong program planning and implementation skills.
- Ability to develop and tailor health curricula.
- Strong ability to analyze, report and present programmatic and statistical data.
- Knowledge of contracts and grants preparation and management.
- Knowledge of general management principles and practices.
- Knowledge of budgeting, cost estimating and fiscal management.
- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of staff hiring procedures, including employee development and performance evaluation.
- Ability to supervise, train and develop employees.
- Ability to organize, prioritize and schedule work assignments.
- Skill in organizing resources and establishing priorities.
- PC-literate (Microsoft software, including Word, Excel, PowerPoint, etc.)

*Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.*