



Job Description

Job Title: Director of Programs

Reports To: Executive Director

Summary: The primary responsibility of the Director of Programs is to maximize the impact of Community Foundation programs by building upon collaborative partnerships, managing the internal grantmaking process, diversifying funding strategies, and providing strategic oversight.

Essential Duties and Responsibilities include the following:

- Strategize and plan comprehensive programs that align with Community Foundation goals and objectives
- Outline desired impact while providing updates regarding progress throughout the year
- Ensure that all programs are running within their preset budgets
- Analyze data and reports to develop evaluations and performance strategies
- Research and apply for external grant funding where appropriate
- Develop policies to ensure program participants and donors are receiving top tier service while also protecting the Community Foundation
- Supervise staff members that are completing the daily tasks of running the programs
- Look for and execute improvements to programs to ensure their ongoing effectiveness
- Communicate program impact with Community Foundation staff and board members

Job Responsibilities include (but are not limited) to:

- Provide support to team members during times of increased workflow
- Perform other duties as assigned that are in the best interests of the organization

Required Knowledge, Skills and Abilities:

- At least 3 years previous experience as programming director, programming manager, or related position
- Thorough knowledge and understanding of programming processes, best practices, policies, and systems
- Working knowledge of Microsoft Office
- Possession of strong organizational skills and an attention to detail are necessary to prioritize multiple initiatives and projects
- Demonstrate a professional level of verbal, written, and listening skills
- Follow processes while making adjustments where appropriate

Supervisory Responsibilities

Community Foundation staff that execute program workflow on a daily basis will report to the Director of Programs



Other Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Gathers and analyzes information skillfully; Works well in group problem solving situations
- Customer Service - Responds promptly to customer needs, responds to requests for service and assistance, meets commitments
- Interpersonal Skills - Maintains confidentiality
- Oral Communication - Listens and gets clarification, responds well to questions, participates in meetings
- Written Communication - Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs
- Teamwork - Contributes to building a positive team spirit, puts success of team above own interests
- Ethics - Treats team members with respect, keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- Organizational Support - Follows policies and procedures, completes tasks correctly and on time, supports organization's goals and values
- Planning/Organizing - Prioritize and plans work activities, uses time efficiently
- Professionalism - Approaches others in a tactful manner, treats others with respect and consideration regardless of their status or position
- Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, monitors own work to ensure quality
- Quantity - Completes work in timely manner, strives to increase productivity
- Attendance/Punctuality - Is consistently at work on time
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, completes tasks on time or notifies appropriate person with an alternate plan
- Initiative - Asks for and offers help when needed
- Innovation - Generates suggestions for improving work

Certificates, Licenses, Registrations

Valid driver's license and automobile insurance

Hours of Work Required: 40 hours per week, 5 days per week. Salaried position with benefits.