

Bridging The Gap

Position Description

Job title	<i>Programs Director</i>
Reports to	<i>Executive Director</i>
Status	<i>Full Time – Non-exempt</i>

Job purpose

The Programs Director oversees the coordination, administration, supervision and evaluation of all aspects of Bridging The Gap's ongoing programs including planning, organizing and staffing program activities. As a member of the senior management team, the Programs Director participates in strategic planning and budgeting initiatives in addition to problem solving. The Programs Director works within the guidelines, policies and mission of the organization and will be accountable and responsible for all programming.

Primary Duties and Responsibilities

Lead the Programs

- In consultation with the Executive Director, responsible for the selection, hiring, coaching, and discipline of the program employees
- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Collaborate with program managers to ensure the effective and efficient program delivery, including social media and website marketing efforts
- Direct, plan, and coordinate the work of each program staff including supervision, evaluation, training, and team building
- Identify, evaluate and mitigate the risks associated with program activities
- Foster and maintain positive, collaborative, and open relationships with community leaders, businesses, public agencies, educational institutions, and non-profit partners to further the vision of the individual programs and the organizational mission.
- Responsible for the implementation, management, supervision and evaluation of all activities of the programs
- Compile, maintain and report on the annual program statistics
- Work with Volunteer Services Manager to ensure program activities are using established volunteer management practices
- Evaluate recruitment strategies to expand the number of volunteers to support the programs
- Responsible for the expansion of the programs - forming partnerships, where appropriate
- Develop and implement long-term goals and objectives to achieve the successful outcome of the programs
- Develop new initiatives to support the strategic direction of the organization

Fund Development

- Develop an annual budget and operating plan to support each of the programs
- Develop funding proposals for programs to ensure the continuous delivery of services
- Communicate with funders as outlined in funding agreements, including program reports
- Ensure that the programs operate within the approved budget
- Monitor and approve all budgeted program expenditures
- Provide required information to have invoices generated and submitted to funders according to the established timelines

Qualifications

- Bachelors degree or equivalent experience
- 3-5 years of supervisory experience
- 3-5 years of program management
- Excellent communication skills
- Proven ability to write successful funding proposals
- Demonstrated ability and commitment to building strong relationships
- Commitment to diversity and inclusion, valuing all perspectives and encouraging contributions by all team members
- Demonstrated ability to motivate and encourage people
- Strong analytical and strategic thinking capabilities
- Ability to prioritize and meet goals and deadlines
- Commitment to integrity and quick follow through
- Experience working with volunteers
- Strong problem solving and leadership skills
- Ability to work independently and as part of a team
- Sound computer skills: word processing, spreadsheets, email, internet, databases
- Access to a vehicle
- All candidates will be subject to a background check

Working condition

Occasional evening and weekend hours. Mostly takes place in an office setting with some participation in events and outdoor workdays

Salary & Benefits

Benefits include 90% of health, dental and vision insurance, and, 100% disability and life insurance, 2 weeks of paid vacation, paid holiday between Christmas and New Year's Day, flexible scheduling, when appropriate, supportive team atmosphere and a dog friendly office.

Pay range is \$57,000 to \$68,000

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including: work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
Attn: Becki DeRusseau
1427 W 9th St, #201
Kansas City, MO 64101
Becki.Derusseau@bridgingthegap.org

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages minorities, women, veterans and individuals from underrepresented groups to apply.