

## **Monticello Area Community Action Agency (MACAA) Job Description**

Job Title:	Senior Program Director
FLSA Status:	Exempt
Supervisor:	Executive Director
Employment Status:	Full-Time Position (with benefits), 52 weeks/year
Date Prepared:	June 2017
Date Updated:	29 January 2018

### **GENERAL DESCRIPTION**

The Senior Program Director is responsible for overseeing all of the Agency's programs with the exception of Head Start (which is the responsibility of the Head Start Director). In addition, he/she prepares all grant proposals (with the exception of the Head Start grant) and produces all required reports to funders. The Senior Program Director is a member of the Senior Management Team and supports and promotes the mission, vision, and values of the Agency.

### **ORGANIZATIONAL RELATIONSHIPS**

The Senior Program Director reports to and is supervised by the Executive Director.

### **Contacts**

The Senior Program Director interacts with the following:

1. The Executive Director;
2. All program managers and program/agency staff;
3. Other members of the Senior Management Team;
4. The Board of Directors;
5. Local, state, and federal agencies; and,
6. Community members.

### **Supervision (Direct)**

1. Project Discovery Director
2. Hope House Director
3. Rural Outreach Director
4. Receptionist

### **DUTIES AND RESPONSIBILITIES**

The descriptive material that follows reflects typical responsibilities, but should not be considered all-encompassing. The Executive Director determines specific duties. Other duties considered appropriate for this job may be added as needed.

1. Completes local funding applications and reporting.
2. Completes CSBG (Community Services Block Grant) and TANF (Temporary Assistance for Needy Families) funding applications and quarterly reporting/IS surveys.
3. Provides for Agency-wide graphic design needs.
4. Maintains Agency's website and social media accounts.
5. Develops a Community Needs Assessment (including surveys, focus groups, and research) at least once every three years.
6. Updates the Community Needs Assessment annually.
7. Analyzes the results of the Community Needs Assessment in order to identify poverty-related issues and trends that affect the Agency.
8. Works with the Executive Director, the Program Evaluation Committee, and the Board of Directors to determine viability of existing programs and the possibilities of new programs or partnerships based on an analysis of the Community Needs Assessment.
9. Complies with CSBG and TANF reporting requirements.
10. Works with the Executive Director to meet and document all organizational standards.
11. Manages Project Discovery, Hope House, and Rural Outreach programs by:
  - a. Training staff;
  - b. Conducting interviews;
  - c. Conducting monthly Program Directors' Meetings; and,
  - d. Monitoring monthly program reports and program outcomes.
12. Works closely with the Executive Director in Agency-wide fund-raising efforts.
13. Works with the Finance Director to prepare program and grant budgets.
14. Works closely with the Executive Director and the Board of Directors to develop and implement a strategic plan at least once every five years.
15. Works closely with the Executive Director and the Board of Directors to develop and implement a Community Action Plan on a yearly basis as part of the CSBG grant application.
16. Performs deadline-sensitive reporting and program evaluation functions that include data collection, extraction, and analysis.
17. Along with the Executive Director, represents the Agency at various community events (e.g., Chamber of Commerce).
18. Assists the Executive Director in overseeing the maintenance of functionality, security, and safety of the Agency's facilities.

Senior Program Director  
Job Description

19. Attends monthly Board meetings and some committee meetings to answer questions related to job functions.
20. Acts on behalf of the Executive Director in his/her absence.

### **KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

The successful candidate will have the following qualifications:

#### **Education**

- Minimum of a bachelor's degree (master's degree preferred) in social science, non-profit management, or a related field.

#### **Experience**

- At least two years' experience in a nonprofit environment.
- At least two years' experience in management.

#### **General**

- Knowledge of the vision and mission of the Agency;
- Strong interpersonal and organizational skills;
- Intermediate skill in the use of computer technology including Microsoft Office;
- Intermediate skill in the use of social media, database management, website development, and graphic design;
- Ability to analyze issues and to use sound judgement;
- Ability to work independently without close supervision;
- Ability to enlist the willing cooperation of others;
- Ability to manage multiple, time-sensitive tasks;
- Ability to work creatively and flexibly in a dynamic environment, both independently and as part of a team;
- Strong research capabilities that include data collection, extraction, and analysis;
- Outstanding ability to communicate clearly both orally and in writing; and,
- Sensitivity to the needs of low-income populations and the ability to understand and address positively the conditions of poverty.

### State and Federal Requirements

- A physical examination, TB test, and criminal record checks must be completed prior to the commencement of employment. TB test and physical examination must be updated every two years according to state and local licensing requirements.

### **WORKING CONDITIONS**

#### Environment

- Office setting with constant interruptions.

#### Physical/Mental Demands

- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting for extended periods of time;
- Bending at the waist, kneeling, or reaching to retrieve and file records; and,
- Ability to lift a maximum of 30 pounds.

### **OTHER**

Occasional travel required to visit program sites (e.g., Rural Outreach offices; Project Discovery workshop sites and field trips; and, to attend conferences/trainings/workshops).