

DIRECTOR OF PROGRAMS

Job Title: Director of Programs

Reports to: President/CEO

FLSA Status: Full Time/Exempt

Salary: \$36,300-\$43,852

Summary:

The Director of Programs will be responsible for the operational success of the employer ensuring seamless team management and development, program delivery, and quality control and evaluation. This individual will also be responsible for the oversight and management social media platforms, networks, and accounts.

Responsibilities:

- Oversee the affairs of the Programs Department
- Oversee the production of all promotional material, including highlight videos, clothing and merchandise, magazines, brochures, newsletters, development materials, website, etc.
- Plan and execute summer camp schedule
- Create camp themes and equip staff with program components to teach the foundational principles of the concept
- Acquire, develop, and seek to retain the talent of staff most particularly in skilled positions of program personnel for seasonal employ
- Teach small group Bible study, conduct public exposition of the Scriptures to audiences, and guide the spiritual development of others through program components.
- Measure the efficacy of programs through the logic model and value chain
- Conduct routine inspection of programs to ensure the max effect, most efficiency, and least effort
- Track online engagement and adjust accordingly

Qualifications:

- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, the span of control, and performance
- Demonstrated results in managing complex systems and proven experience negotiating win-win agreements
- Excellent verbal and written communication skills with exceptional attention to detail

Education/Experience:

- Minimum of a BA, MA preferred
- At least 10 years of experience

This Job Description is prepared to generally describe the responsibilities and tasks to be performed by a fully qualified candidate who possesses the knowledge, skills, and experience required for this position. Duties or functions may be assigned to, or removed from, any position at any time.

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