

Program Director I Job Description

Level 2: Health Outcome Programs

FSLA Status: Exempt

Job Class: Program Management

Salary: \$54,250 - \$64,080

Revised: Nov. 05, 2021

Reports to C-suite officer or Program Director II/III. Directs one or more health outcome programs including management of grant, grant budget, and program integration. Organizational duties are assigned around a given area of expertise and are detailed in the offer, hire, and position change documents.

Required Travel

Required travel is driven by programmatic and organizational assignments. All PDs should expect to travel up to 35% of the time. This percentage reflects travel both locally AND nationally (although most travel is local).

This position is responsible for ensuring goals are met, budgets are spent correctly and fully, and the quality of programming is high. As the manager of assigned program, the Program Director oversees all activities that fall under the assigned program(s) including personnel, facility, and program issues. Specifically:

Program Management

- Recruits, hires and provides orientation and evaluation of full time and part time staff either directly or through oversight of activity.
- Manages assigned program(s) to maximize outcomes of initiatives and activities.
- Effectively and proactively uses technology and assists staff as needed in program for optimal use of technology.
- Interacts with funders in a professional and proactive manner in programmatic and budgetary matters.
- Produces contracts per grant and organizational guidelines and monitors implementation and manages components.
- Provides assistance, consulting, support and/or coaching to other parties as necessary to carry out programmatic goals.
- Actively and proactively problem solves as needed, encourages problem solving and innovation within program, site, and organization.
- Provides organizational analysis of outcomes and ensures data on outcomes is collected fully and accurately.
- Oversees Program Manager(s) assigned and covers Program Manager duties as needed.

Planning and Implementation

- Understands and carries out funder and program requirements on timeline designated by funder within overall organizational plan and culture.
- Administers program budgets including: sets priorities for and directs development of department budgets; monitors and controls budgets in accordance with organizational,

funder, state and federal guidelines; and projects accurately funding needs for future months and years.

- Monitors, guides, and implements strategic plan and performance outcomes of program or subject area to ensure goals are reached per the grant and organizational timeline.
- Evaluates assigned program and reviews organizational analysis on organizational timelines and feeds back key outcomes and information into program to improve outcomes
- Participates in the development of new programs and innovative program delivery approaches based on experiences of self and staff.
- Provides leadership in developing schedules, assessments, and plans as needed to carry out programmatic and organizational goals.

Coordination across programs and positions

- Works collaboratively with other staff in other job classes across sites, programs, and functions to ensure program activities result in a clear, consistent, and unified message, product, and program that represents the funder and organization according to the mission, strategic plan, and funding award.
- Collaborates and interfaces with other Program Directors and Program Managers to ensure programs are coordinated geographically and resources allocated to the division are optimized.
- Works collaboratively to implement program curriculum in its most optimal form through collaboration with other positions and divisions, including assisting in the development of pre and posttests, program data collection tools, and outcome data.
- Provides leadership for ongoing curriculum review and development as requested on MHP Salud curriculum and products.
- Assists in the writing of grant proposals by providing key data and information or writing portions related to assigned programs.

Communication

- Acts as liaison for, or as a representative of, the organization with various community and public agencies. Attends meetings which involve program or appoint appropriate designees.
- Develops and maintains communication networks and relationships with key stakeholders.
- Ensures effective communication between program and other areas of the organization, as well as between organization, funders, partners, and other key external partners to ensure integration of program and effective use of resources.
- Writes narrative reports, documents, briefs, presentations and summaries as assigned and as needed by key partners, funders, organizational units, and initiatives
- Conducts presentations at conferences, workshops and meetings and prepares, or assists in the preparation of, printed guides or materials as assigned
- Facilitates training as required by programmatic or organizational need.

Other duties as assigned.

Knowledge, Skills and Abilities

- Well organized and able to effectively lead and manage a wide variety of tasks, programs and personnel simultaneously.
- Knowledge of management techniques and administration, budget management, program evaluation and planning, resource management, and human resource law and regulation.
- Ability to analyze and synthesize information and perform program evaluation.
- Ability to work effectively as a team member and to work independently.
- Strong communicator, both verbal and written, to convey information, guidance and work directions, instilling a sense of mission, service, cooperation, and collaboration with staff and within assigned work areas.
- Facility and adeptness in technology and adoption of new technology.
- Ability to represent organization in committees and external meetings per its values and mission.
- Ability to analyze data and make data driven decisions.
- Demonstrate ability to work effectively as a team member and to work independently.
- Knowledge and understanding of community and/or health programs.

Required Education and Experience

- Earned bachelor's degree required. Master's degree preferred.
- At least 3 years' experience in supervision, preferably in community or health work
- Cultural competency concerning population served.
- Computer and technological literacy and proficiency required.
- Grant writing experience preferred.
- Ability to read, write, and speak Spanish and English required.
- Knowledge and understanding of community and/or health programs preferred.
- Knowledge of needs assessment, program planning and evaluation required with experience in these areas strongly preferred.
- Demonstrated ability to manage budgets strongly preferred.
- Valid Driver's license and car insurance
- Valid Passport

Performs all functions and activities within the guidelines and philosophy set forth in MHP Salud's Strategic Plan, policies, mission, goals and vision