

# **Program Director II Job Description**

## **Level 3: Management Based Objective Program**

FSLA Status: Exempt

Job Class: Program Management

Salary: \$58,250 - \$67,250

Revised: Nov. 05, 2020

Reports to C-suite officer or a Program Director Level 4. Level 3 Program Directors provides direction of components of a MBO program including resource development, representing the organization on the national stage. Program Director II have organizational duties in addition to programmatic duties. 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 25% of the time; however, some programs may require up to 50% travel. This percentage reflects travel both locally AND nationally.

### **Essential Functions**

All functions are carried out within the assigned portion of program and assigned organizational area of expertise.

### **Communication and Representation**

- Represents the organization at the national and state level at conferences, meetings, and in National initiatives
- Develops and maintains communication networks and relationships with key stakeholders.
- Ensures effective communication between program/subject area 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
- Works collaboratively with other staff in other job classes across sites, programs, and functions to ensure 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.
- Leads inter-organizational initiatives at the state and national levels in a manner that appropriately places MHP Salud as a leader in the Community Health Worker Field
- Utilizes the analyses and information available in our Health Outcomes Programs and secondary research to solidify the organization's position and transfer knowledge effectively
- Negotiates in both the state and national arenas to ensure the organization's mission, values, and plan initiatives are obtained
- Assists in the writing of grant proposals by providing key data and information or writing portions related to subject area expertise

### **Knowledge Transfer**

- 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.
- Assists in relevant curriculum review and development as assigned.
- Provides feedback, coaching, and assistance to staff both within and outside the organization, both individually and one-on-one, to advance program and subject area goals
- Effectively and proactively uses technology to advance program and subject area initiatives and assist and train staff and other parties as needed for optimal use of technology
- Participates in the development of new programs and innovative program delivery approaches based on experiences of self and staff.

### **Management**

- Manages assigned program portion and subject area to maximize outcomes of initiatives and activities, including planning and implementation.
- Directs all activities and programs that fall under the assigned portion of designated program and organizational area, including personnel, facility, and program issues to ensure quality of programming.
- Produces contracts per grant and organizational guidelines and monitors implementation and manages components.
- Provides leadership in developing schedules, assessments, and work plans as needed.
- Actively and proactively problem solves as needed, encourage problem solving and innovation within program, site, and organization.
- Evaluates assigned program and organizational analysis on organizational timelines.
- Monitors, guides, and implements strategic plan and performance outcomes of program or subject area
- Covers other PD duties of assigned or related programs and subject areas as required

Other duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to represent organization on a state and national level by understanding and representing the organization per its values and mission
- Strong communicator both verbal and written, including ability to negotiate, collaborate, mentor, and debate issues of importance to organization
- Must be well organized and able to effectively lead and manage a wide variety of tasks, programs and personnel simultaneously.
- Facility and adeptness in technology and adoption of new technology.
- Excellent presentation, communication, negotiation and facilitation skills (both oral and written) and ability to create useful content for multiple audiences as needed

- Ability to analyze data and make data driven decisions
- Demonstrate ability to work effectively as a team member and to work independently.
- Ability to convey information, guidance and work directions, instilling a sense of mission, service, cooperation, and collaboration with staff and within assigned work areas.
- Knowledge and understanding of community health programs, social justice, and service to the community
- Knowledge/Experience of management techniques and administration

### **Required Education and Experience**

- Earned Master's degree required
- 2-4 years' relevant experience
- Cultural competency concerning population served.
- Computer and technological literacy and proficiency required.
- Ability to read, write, and speak Spanish and English required unless assigned subject area and program does not require in which case it is highly preferred.
- Valid Driver's license and car insurance
- Valid Passport