



## Job Title: Program Director

**This position reports to:** Vice President of Community Initiatives

**Location:** Remote

### Job Summary

The Program Director oversees the implementation of one or more programs, grants, and/or projects. The Program Director oversees all activities that fall under assigned program(s) and ensures proper support is provided to staff for successful programs and services implemented in the community. The Program Director supports the organization in implementing MHP Salud's strategic pillars by participating in strategic plan tasks/activities, including the involvement of their assigned staff in these activities. All work is driven by MHP Salud's Strategic Plan, policies, mission, vision, goals, and other key planning documents.

### Key Duties & Responsibilities

- Manages assigned program(s) and subject area to maximize outcomes of initiatives and activities, including planning and implementation.
- Directs all activities under the assigned program(s), including personnel, facility, contracts, and program issues, to ensure programming quality.
- Actively develops the departmental goals and strategic plan tasks/activities as assigned, including the involvement of assigned staff.
- Supervises, oversees, and/or coordinates the work of staff assigned to their assigned program(s).
- Provides feedback, coaching, and assistance to staff within and outside the organization, individually and in group settings, to advance program goals.
- Oversees program budgets, including ensuring budgets function according to funder guidelines, organizational needs, and programmatic goals; monitors and works with staff to create and implement effective and efficient budgets.
- Interfaces with the Evaluation division to facilitate the collection and use of program data. Monitors, guides, and implements performance outcomes of the program to ensure goals are reached per the grant timeline.
- Collaborates with the marketing team to select and create marketing strategies for assigned programs.
- Actively and proactively problem-solve as needed, encourages problem-solving and innovation within program, team, and organization.
- Effectively and proactively uses technology to advance program and subject area initiatives and assist and train staff and other parties for optimal use of technology.
- Ensures effective communication between the program/subject area and other areas of the organization, as well as between the organization, funders, partners, and other key external partners to ensure integration of the program and effective use of resources.



- Reviews, edits, and/or writes narrative reports, documents, briefs, presentations, and summaries as assigned and as needed by key partners, funders, organizational units, and initiatives.
- Assists in the writing of grant proposals by providing key data and information related to subject area expertise.

## Competencies

Competencies describe the skills, knowledge, and attributes necessary to perform the job, and all staff across the organization should demonstrate these competencies.

- **COMMUNICATION SKILLS** – The ability to express oneself clearly in conversations and interactions with others. The ability to express oneself clearly in business writing.
- **DELIVERS RESULTS** – Establishes high goals for organization success and personal accomplishment; meets or exceeds those goals; conveys a sense of urgency and drives issues to closure.
- **ACCOUNTABILITY** – Accepts responsibility for outcomes (positive or negative) of one’s work; takes ownership for mistakes or missteps and refocuses efforts when necessary; holds self and others accountable for reaching short and long-term goals.
- **ATTENTION TO DETAIL** – Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks; is watchful over a period of time.
- **PROBLEM ANALYSIS AND PROBLEM SOLVING** - Uses sound or logical judgment to spot and analyze problems, develop alternative solutions, and initiate corrective action.
- **BUILDING A HIGH-PERFORMING TEAM** – Develops a capable, diverse, and cohesive team to maximize their collective skills and talents; motivates others to achieve the organization’s goals; recognizes and rewards contributions.

## Company Values

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT** – Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people’s unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

## Minimum Qualifications

- Earned bachelor’s degree.
- At least 4 years experience in supervision and non-profit/social services, preferably in community or health work.



- Must pass a background screen, including local, state, and federal law check, employment reference check, DMV check, and criminal records check.

## Preferred Qualifications

- Reads and writes in Spanish and English.

## Skills/Knowledge/Abilities

- Cultural competency concerning the population served.
- Proven track record as a successful program director, program manager, or project manager.
- Experience managing teams through long, complex program implementations.
- Knowledge of current program management methods and best practices.
- Experience managing staff and budgets.
- Excellent data analysis and reporting skills.
- Strong problem-solving, negotiation, and communication skills.
- Grants management and reporting experience.
- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.
- Reliable transportation, valid driver's license, and insurance required on a vehicle used for work purposes (employee must be listed on insurance).
- This position may require up to 10% local or out-of-state travel.

<b>Job Class:</b>	Senior Management
<b>Position Status:</b>	Exempt

## Physical Demands

While performing the duties of this role, the employee is regularly required to speak and listen. The employee is frequently required to sit, walk, and stand; occasional climbing, stooping, kneeling, crouching, and balancing are required. Must be able to lift and move up to 50 pounds occasionally and 10 pounds frequently. Frequent use of eye, hand, and finger coordination enables the use of office machinery. Oral and auditory capacity enables interpersonal communication and communication through automated devices such as phones and computers.

The physical demands of this job are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and responsibilities may be added, removed, or changed at any time at the company's discretion, formally or informally, either verbally or in writing.



## Acknowledgment

I have read and understand this job description and certify that I am qualified to perform this job, with or without reasonable accommodation.

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Name (Print)

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Employee Signature and Date

Click or tap here to enter text.

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Supervisor's Name (Print)

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Supervisor's Signature and Date