

## Program Director

### Job Description

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<b>Program:</b>	Administration
<b>Reports To:</b>	Executive Director
<b>Location:</b>	Early Head Start/Admin Site
<b>FLSA Status:</b>	Exempt
<b>Position Status:</b>	Regular / Full Time

### Position Summary

The Program Director (PD) under the direction of the Executive Director provides leadership and oversight of all program services and activities to meet organizational objectives. Program director is a critical member of the organization and will work collaboratively across the organization, engaging with leadership, programmatic and other staff across departments. PD will build and maintain strong relationships and serve as a visible ambassador, connector, and relationship-builder with diverse stakeholders. It will also be critical to possess skills and experience centering equity in all aspects of the work. Excellent project management skills to drive programmatic impact, strong knowledge around policies, procedures & compliance, a willingness to take initiative, effective communication skills and a deep commitment to diversity, equity, inclusion, and belonging are vital components of this role.

### Essential Functions

Assist the Executive Director with the following activities:

- Collaborative planning process with board, parents, and staff to develop, update, and monitor agency goals.
- Promote the growth of high-quality programs and services in collaboration with the Executive Director
- Establish and maintain a system for ongoing monitoring of program and fiscal operations to ensure fulfillment of funding source requirements and achievement of agency goals and objectives.
- Ensure compliance with Head Start performance standards, childcare licensing requirements, OMB fiscal and administrative requirements, Step Ahead requirements, and other regulations.
- Implement the organization's annual self-assessment process. Take appropriate steps to improve quality and revise goals as needed.
- Support the development of the board of directors, including recruitment, orientation, and ongoing training and education.
- Provide board members with information, tools, and resources that will enable them to effectively govern and steward the organization. Promote strategic and generative discussions at board meetings.
- Train and facilitate the work of the parent-led policy council, in conjunction with other members of the leadership team. Empower parents to advocate for themselves and the program.
- Meet regularly with the board president to cultivate a productive partnership and maintain open lines of communication.
- Provide supervision and guidance to direct reports, holding them accountable to high performance standards while ensuring a respectful, professional, caring and committed agency culture that mirrors DLEC values.
- In partnership with the HR Manager and the policy council, determine staffing needs and assist with personnel selection as needed.
- Seek out and steward community partnerships that enhance program service delivery.
- Mentor and support the leadership team in developing new partnerships.



- Partner with the Director of Finance and Administration to ensure the participation of the board of directors, policy council, and leadership team in the development, monitoring, and modification of the annual budget.
- Partner with the Development Director to maintain and enhance relationships with existing funders and identify, cultivate, solicit, and steward new sources of funding.
- Seek out opportunities to increase the visibility of the organization through earned media, social media, networking events, and community events.
- Serve as a thought leader for early learning and multi-cultural service delivery.
- Build an effective system of communication between the board of directors, policy council, parent committee, staff, community, and parents.
- Provide opportunities for staff input and feedback through listening sessions, the organization's self-assessment, and an employee climate survey.

### Additional Responsibilities

- Oversee the annual Head Start and Early Head Start grant application process.
- Represent the agency at professional association gatherings, coalition meetings, legislative hearings, and other community meetings.
- Advocate for issues that increase investments and enhance the agency's work in early learning, consistent with DLEC values.

*Note: The job duties listed here are not intended to be an exhaustive list. Incumbent may be required to perform other duties in order to meet the needs of DLEC.*

### Skills, Competencies and Experience

- Bachelor's degree in a relevant field required. An advanced degree is preferred.
- 7-10 years of leadership experience, preferably in Human Services, Education, or Public Administration. Prior Program Director experience and Head Start/Early Head Start experience is valued.
- Knowledge of the early learning landscape.
- Experience working with diverse communities and knowledge of culturally relevant service delivery models.
- Sensitivity to and understanding of issues affecting people in communities served by the organization.
- Ability to identify and utilize the experience and skills of board members, policy council members, staff, and community volunteers. Prior experience working with and/or serving on a board of directors is preferred.
- Experience developing and supporting leaders and managers, and delegating assignments and authority.
- Proven financial management experience.
- Knowledge of fundraising strategies and techniques, and a proven ability to develop and oversee grant funded programs.
- Experience presenting and disseminating complex information to a wide variety of audiences.
- Knowledge of the legislative process and experience with public policy advocacy.
- Effective communication, listening, conflict-resolution, and relationship-building skills.



## Physical Demands and Working Conditions

Physical Demands: To perform the job the employee is frequently required to talk, hear, stand, walk, sit, and operate a computer.

Working Conditions: The work is typically performed in an early childhood school environment, with moderate to loud noise level. Frequent travel to other site locations is needed.

*The physical demands described here must be met by an employee to successfully perform the essential functions of this job. The working conditions are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*