

## Alamance Partnership for Children Job Description

<b>Job Title: Program Director</b>	<b>Reports to: Executive Director</b>
<b>Department/Activity: Services</b>	<b>Classified as: Exempt</b>
<b>Supervises employees</b>	<b>Number of hours per Week: 40</b>
<b>Incumbent:</b>	

<b>Objective:</b>
The Program Director will have the primary responsibility for programmatically designing, implementing and monitoring all of the Partnership programs and activities. Additionally this position will ensure program and contract compliance and accountability.
<b>Responsibilities:</b>
<ol style="list-style-type: none"> <li>1. Assists with facilitation, design and submission of the Strategic Planning Process and the Annual Plan to the North Carolina Partnership for Children (NCPC).</li> <li>2. Ensures that Partnership programs are designed to assist in meeting Performance Based Incentive System (PBIS) standards.</li> <li>3. Conducts the annual activity bidding process according to NCPC guidelines and Partnership contracting policies and procedures.</li> <li>4. Facilitates the annual contracting process for direct service providers (DSPs) and subcontractors.</li> <li>5. Prepares annual contracts for DSPs.</li> <li>6. Maintains files for original contracts with NCPC and DSPs.</li> <li>7. Manages the amendment/revision process with NCPC and DSPs with assistance from the Office/Finance Manager.</li> <li>8. Monitors all funded programs and verifies that they meet the approved guidelines and contract requirements according to approved Partnership monitoring policies and procedures.</li> <li>9. Offers technical assistance to ensure the quality of programs.</li> <li>10. Coordinates comprehensive budget spreadsheet (CBS) updates with Office/Finance Manager.</li> <li>11. Provides technical assistance to DSPs regarding quarterly reporting requirements.</li> <li>12. Collects and reviews quarterly report information from DSPs. Consults with the Evaluation Consultant regarding evaluation data/information.</li> <li>13. Maintains cash and in-kind report information and submits reports as required by NCPC.</li> <li>14. Serves as the Partnership liaison to the Planning and Evaluation Committee.</li> <li>15. Researches grant opportunities and develops grant applications when applicable.</li> <li>16. Participates in special projects as assigned and performs all other duties as assigned by the Executive Director.</li> </ol>
<b>Requirements:</b>
<ol style="list-style-type: none"> <li>1. Knowledge of effective programming in the areas of early childhood health and development, family support programs, and NC early childhood legislation;</li> <li>2. Understanding of monitoring techniques and ability to assess risk in the determination and/or disposition of monitoring issues;</li> <li>3. Knowledge of contract development and management;</li> <li>4. Superior computer skills including word processing, publishing, spreadsheet development, management of databases and data/statistical analysis;</li> <li>5. Ability to maintain detailed and accurate files and records;</li> <li>6. Professional interpersonal skills and excellent written and verbal communication skills;</li> <li>7. Ability to deal effectively with individuals at all business levels and varied situations requiring tact judgment.</li> </ol>

**Education Experience:**

1. Masters degree preferred.
2. Minimum requirement of a Bachelors Degree in Early Childhood Education or related field.
3. Four years experience in program coordination of programs serving young children and families is required or a combination of equivalent education, Smart Start, or other agency serving young children and families.

**Special skills/Training:**

1. Experience with statistics and data analysis;
2. Strong problem-solving and analytical skills;
3. Well developed organizational and time management skills;
4. Supervisory and team management experience;
5. Proper business English composition, spelling, and punctuation.

**Additional education/experience/skills/training preferred:**

Experience working in a non-profit setting