



Program Director, Alamance Partnership for Children

Summary

The Alamance Partnership for Children is a not-for-profit organization whose mission is to “help every young child grow, learn, and thrive”. We offer programming for Alamance County children, from birth through five years old, and their families. The Partnership is the local administrator for Smart Start and NC Pre-Kindergarten funds. The position is full-time, exempt, and located in the beautiful Glencoe Mill district.

Responsibilities

Under the guidance of the Executive Director, the Program Director is responsible for the overall leadership, management, and oversight of all Partnership programs, including, but not limited to:

- Overseeing all Partnership programs to ensure they are designed and implemented in compliance with funder requirements and Partnership guidelines, including NCPC, NC Pre-K, and DCDEE.
- Monitoring programs to ensure fidelity to approved program models, contracts, and performance expectations.
- Leading the annual activity bidding and contracting process in accordance with NCPC guidelines and the Partnership’s contracting policies and procedures.
- Ensuring that all program activities meet or exceed required output and outcome measures established by funders and/or the Partnership.
- Managing and monitoring program budgets and preparing required financial and programmatic reports.
- Supervising program staff and providing leadership, direction, and performance management to ensure effective implementation of programs.
- Ensuring timely, accurate, and complete data collection; collaborating with the Evaluation Consultant on evaluation data submitted to NCPC and other funders.
- Maintaining current knowledge of best practices in early childhood education, literacy, and family support, as well as a working knowledge of all programs under supervision.
- Engaging with community partners and cultivating collaborative relationships that support the mission and goals of the Partnership.
- Researching grant opportunities and developing grant proposals.
- Maintaining cash and in-kind contribution data and submitting required reports to NCPC.

Education/Experience/Requirements

A bachelor’s degree in early childhood education or a related field required; master’s degree preferred. Minimum of four years of experience in program coordination serving young children and families (e.g., early childhood or family support programs). At least two years of direct supervisory experience, including conducting performance evaluations. Minimum of two years of nonprofit management experience, including budgeting, data monitoring, and community engagement.

Compensation

The salary range is \$61,000 to \$71,000. This is a 35-hour a week, exempt position. The Partnership has a robust benefits package including 100% paid health, dental, short-term disability, and vision insurance, a Flexible Spending Account, and vacation and sick days. A simple 401K plan with employer contributions is available after the first year.

Send a cover letter and resume to HumanResources@alamancechildren.org