**Job Posting**

**Program Director, Alamance Partnership for Children**

**Summary**

The Alamance Partnership for Children is a not-for-profit organization serving young children and families in Alamance County. We are an early childhood initiative designed to ensure that young children enter school healthy and ready to succeed. The Partnership is the local administrator for Smart Start and NC Pre-Kindergarten funds. The position is full-time and exempt.

**Responsibilities**

Under the guidance of the Partnership’s Executive Director, the Program Director:

* Is responsible for all Partnership programs, ensuring that they are designed and implemented in accordance with the North Carolina Partnership for Children’s (NCPC’s) and the Partnership’s policies and procedures.
* Monitors programs to ensure fidelity to approved program models and contract requirements.
* Oversees facilitation of the annual planning process, and the design and submission of the annual plan to NCPC.
* Facilitates the annual contracting process for direct service providers and subcontractors.
* Manages and monitors program budgets and prepares required reports.
* Supervises program staff and provides direction to implement the Partnership’s programs.
* Ensures data collection is timely, accurate and complete. Works with the Evaluation Consultant to analyze data and prepare recommendations and reports based on the data.
* Maintains knowledge of best practices in early childhood, literacy and family support and a working knowledge of all programs under their supervision.
* Engages with the community and cultivates collaborations in the best interest of the Partnership.
* Researches grant opportunities and develops grant proposals.

**Education/Experience/Requirements**

A bachelor’s degree in early childhood or a related field is required; a master’s degree is preferred. Applicants must have a minimum of four years of experience in program coordination focused on serving young children and families such as early care and education, home visiting/parent education, CCR&R or Smart Start.

Unless prohibited by law, the Partnership requires all staff to certify that they are fully vaccinated to be employed.  Those who cannot get vaccinated for medical or religious reasons can request an accommodation where required by law.

**Compensation**

The salary rangeis$60,000 to $72,000. This is an exempt, 40-hour a week position. The Partnership has a robust benefit package including paid health, dental, 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.

The Alamance Partnership for Children is an equal opportunity employer.

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