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**Job Description**

**Job Title: Program Director Status: Exempt - Executive**

**Reports to: Executive Director Approved by: Executive Director**

**Date: July 10, 2020**

**Summary of Position:** This position is responsible for managing Stone Soup Group's (SSG's) core programs; to include, grant management, day-to-day supervision of Parent Navigators, as well as coordination of activities and training within the scope of the organization's mission. The Program Director is expected to ensure compliance with grant activities and contract deliverables, seek out program development and funding opportunities, assist in the development of grant proposals and develop reports/tools that support strategic plan initiatives within SSG.

**Responsibilities and Duties:**

* Adheres to and competently articulates the mission, values, and vision of SSG and the principles of person-centered and family-centered services.
* Manages the implementation of grant work plans and delivery of goals and objectives.
* Completes grant compliance reporting.
* Provides reflective supervision and leadership to program staff to inspire excellence in program activities.
* Recommends the hiring, training, promotion and termination of program staff.
* Monitors grant activities and expenditures.
* Arranges for and/or delivers training to staff, families, professionals, etc.
* Ensures alignment of program activities with agency mission as well as strategic goals and objectives.
* Ensures services provided comply with all legal and regulatory rules/laws.
* Develops contracts with professionals and vendors essential to completion of program activities, in compliance with agency operating policy and procedures.
* Assists Executive Director in identifying the resolution of operational problems related to program activities.
* Actively participates as a member of the Management Team.
* Prepares reports for the board regarding program-related activities/outcomes.
* Performs other duties as assigned.

**Required Skills and Experience:**

* Bachelor's degree in related field or equivalent related experience.
* Two years of experience in a supervisory or leadership position.
* Successful experience in grant writing and/or fund development.
* Experience working collaboratively with professionals.
* Program-specific content knowledge.
* Must be able to pass the State of Alaska Barrier Crimes Background Check.
* Must provide own transportation to attend local meetings.
* Willingness to occasionally travel to conferences and other activities.
* Personal vehicle, valid driver’s license, proof of vehicle insurance.
* Competency with typical computer software required, to include word processing, database management, and basic spreadsheets.
* Working knowledge of health and social services in Alaska (urban and rural) and developmental disability services.
* Ability to motivate staff and ensure accountability.
* Attentive to details and timelines.

**Preferred Skills and Experience:**

* Experience as family member of an individual with disabilities or special health care needs is preferred.

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| * Graduate degree in related field. * Understanding of Medicaid waivers.   **Physical Demands:**  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the responsibilities of the job, the employee must be able to communicate effectively with a variety of audiences. The employee is often required to remain in a stationary position and to operate basic office equipment, including the ability to access, input, and retrieve information from the computer. The employee is occasionally required to move about inside the office building and attend meetings and events outside of the office.    **Work Environment:**  While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level is usually quiet to moderate.  *NOTE: SSG is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a “living document” updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training needs.*  I received a copy of this job description, and the responsibilities of my job were explained to me by the Executive Director.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Printed Name Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Printed Name Date |