Program Director

Job Description:

A Program Director is responsible for researching, planning, developing and implementing an organization's programs. They are responsible for overseeing one or more programs within an organization. They create new programs or revise old programs, develop policies and guidelines, hire and train staff specific for the project, raise funds, and ensure compliance with industry regulations.

Job Responsibilities:

* Initiate and set goals for programs according to the strategic objectives of the organization
* Plan the programs from start to completion involving deadlines, milestones and processes
* Develop or approve budgets and operations
* Devise evaluation strategies to monitor performance and determine the need for improvements
* Supervise all program and project managers involved to provide feedback and resolve complex problems
* Discover ways to enhance efficiency and productivity of procedures and people
* Apply change, risk and resource management principles when needed
* Read reports prepared by managers to determine progress and issues
* Ensure program operations and activities adhere to legal guidelines and internal policies
* Manage the total overall operation of the project in the areas of safety, productivity and efficiency to the standards of the contract and to the satisfaction of the customer.
* Direct, develop, implement, disseminate and administer operations strategies and objectives to ensure achievement as prescribed by leadership
* Provide leadership operational and technical reports on performance and advise how best to achieve performance goals and results
* Schedule and coordinate the predetermined, recurring and newly scheduled work required to monitor program schedules for all tasks and opportunities
* Develop and monitor program budget to meet fiscal objectives
* Establish milestones and monitor adherence to plans and schedules
* Perform evaluations, monitor performance and suggest improvements
* Supervise managers, provide feedback and work on averting potential problems
* Develop and analyze monitoring and evaluation data and track key performance indicators as a basis for measuring performance
* Suggest how to enhance efficiency and productivity of both procedures and people
* Keep abreast with change, risk and resource management principles
* Ensure that program operations and activities are consistent legal guidelines and internal policies
* Create reports and presentations for senior management
* Plan and launch fundraising events to support programs.
* Devise budgets and ensure the budget is adhered to throughout fiscal year.
* Reach out to community for volunteers and support.
* Write grant proposals for research money.
* Manage large donations and disburse money appropriately.
* Coordinate all activities of program.
* Supervise, hire, and train staff.
* Monitor the effectiveness and results of the program and plan adjustments.
* Ensure compliance with all government relations.
* Attend community events to represent program.

Job Qualifications:

* Bachelors in related field
* Masters in related field preferred
* Experience as a program director

Opportunities as a program director are available for applicants without experience in which more than one program director is needed in an area such that an experienced program director will be present to mentor.

Job Skills Required:

* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Applicable knowledge of budgeting, data analysis and reporting
* Hands on experience with program management software
* Excellent organizational and time-management skills
* Outstanding communication and interpersonal skills
* Ability to lead a multifaceted team
* Ability to resolve interdisciplinary team problems