



Job Opening: Director of Programming

Background

AnewAmerica is a non-profit 501(c)(3) that provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility and civic engagement. We work with traditionally challenged communities, which include new Americans (new citizens, refugees and immigrants), women, minorities and low to moderate income households, to empower them to make their American dream a reality while contributing to the economic growth and social capital of their communities.

Position Summary

The Director of Programming oversees programs of the organization and the related staff as assigned by the CEO. The Director is responsible for overall effectiveness, evaluation, monitoring, data collection processes and reporting of all programs of the organization. The director of programs is responsible for the implementation, management, supervision and evaluation of all the organization's programs in accordance with the standards set out by the organization. As a member of the senior management team, the director of programs participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The position reports to the CEO.

Qualifications

- B.A. Degree in Business, Education, Training, Organizational Development or related field and relevant professional experience.
- Strong problem solving and group work leadership skills.
- Ability to interact with diverse individuals, clients, team members and stake holders of diverse backgrounds.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to regularly visit field sites to monitor and evaluate effectiveness of programs.
- Ability to effectively design, plan, implement and evaluate programs.
- Bilingual – highly desirable.
- Ability to interact with people of all ages and cultural backgrounds.
- Experience in working and deliver services to small business is highly desirable.
- Experience in small business banking and/or banking industry in training, lending, sales or service is highly desirable.

Key Responsibilities

Human Resource Management

- Direct, plan and coordinate the work of the program staff including supervision and evaluation, training and team building.
- Organize and attend weekly departmental meetings to maintain effective communication. Ensure adequate and qualified staff to carry out the program activities.
- In consultation with the CEO, responsible for the selection, hiring, coaching, and discipline of the program employees.
- Directly works with, coach and develop the Women’s Business Center Directors on a day-to-day basis. Serves as Sr. resource for WBC Directors to assist with client engagements.
- Serves as matrix manager of the Women’s Business Center Directors.

Program Delivery

- Responsible for the implementation, management, supervision and evaluation of all activities of programs in accordance with organizational standards and grant requirements, if applicable.
- Responsible for coordinating with partner agencies and seeking CEO approval on any joint ventures prior to commitment by organization.
- Responsible for the supervision and management of the data management software.
- Compile, maintain and report on the monthly, quarterly and annual program statistics. Analyze trends in the program, identifying issues and developing and recommending solutions to the CEO.
- Implement, manage, supervise and evaluate all activities and processes related to programming.
- Develop, implement and evaluate recruitment strategies to expand the number of volunteers to support the program.
- Develop, implement and evaluate recruitment strategies to expand the number of clients participating in the program.
- Maintain and supervise data collection processes and systems to accurately collect client data and report client outcomes.
- Works with Women’s Business Center Directors to promote, develop and ensure programming that focuses on the mission of the Women’s Business Center.
- Works the Women’s Business Center Directors to promote cross-functional use, awareness, and participation of programming that will benefit and enhance the client experience for clients of the Women’s Business Center.

Program Evaluation

- Responsible for the evaluation of all activities and outcomes as it relates to programming.
- Compile, analyze and report on trends on programs and make appropriate recommendation based on analysis.
- Works with the WBC Directors to help evaluate overall program evaluation and recommend program enhancements to increase effectiveness of the Women’s Business Centers.

Salary and Benefits

Salary depends upon experience. AnewAmerica offers both Health and Dental insurance benefits to full-time employees after 90 days of employment.

TO APPLY

Please read the full job description, and apply by sending a signed cover letter, resume, and references to jobs@anewamerica.org. Please use “Director of Programming Opportunity” in the subject line. Applications will be accepted until position is filled.

AnewAmerica is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.

