



Job Description

Position Title	<i>Director Community Programs</i>		
Department	<i>Community Programs</i>	Reports To - President	
FLSA Status – Exempt	Classification – Full Time	UWW Code -	

Position Summary

This position supports the management of grants, our 211 and Campaign for Working Families Program as part of the Community Programs Department. The position is responsible for the hiring, management, and performance of the employees within that department. There is a wide variety of job duties, all with a goal of impacting the organization's ability to drive positive change in the community.

Duties and Responsibilities

- Supervise, train and evaluate Program Staff
- Strategic planning and execution to enhance profitability, productivity and efficiency throughout the organization's operations.
- Increase program revenue through grants and local funding.
- Implement processes and systems that will generate higher productivity
- Manage subcontract with 211 Brevard for I&R services as well as 211 in-house staff for customer satisfaction, call efficiency and revenue generation.
- Develop and direct the management of the Campaign for Working Families Initiative to ensure proper operation of the VITA Program and Youth, Young Adult and Adult Financial Education Programs.
- Manage other community programs, i.e, Familywise Prescription Program, Help Me Grow, etc.,
- Represent UWVFC and participate in community collaborations with regard to Health, Education and Financial Stability initiatives.
- Assist with UWVF fundraising efforts.
- Serve as member of executive management team.
- Other duties as assigned by the President

Qualifications

- Bachelor's Degree in Business Administration, Management, or equivalent from an accredited institution.
- Five years of experience in related business activities.
- Minimum of 2 years of supervision with multiple staff.
- Strong personal computing skills, including working knowledge of Microsoft Office applications.

- Grant writing and grant management experience with proven results
- Ability to lead
- Communication Proficiency
- Presentation Skills
- Ability to build successful work teams
- Project Management Skills

Working Conditions & Physical Requirements

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fund raising that are scheduled evenings and/or weekends. These events may require several hours on your feet and assisting with heavy lifting and carrying.

Direct Reports

- 1) 211 Resource Coordinator
- 2) HMG Outreach Specialist
- 3) HMG Client Data Specialist
- 4) CFWF Coordinator
- 5) Program Database Coordinator
- 6) 211 Data Quality Specialist

Date last reviewed/revised:
4/10/2017