

**THE NEXT DOOR
POSITION OPENING**

Director of Programs

Worksite Location: Hood River and The Dalles, OR
Work Schedule: FT 40 hrs per week
Salary Range: \$25-\$35 per hour
Benefits: Medical, Dental, Life, AD&D, LTD, EAP
Reports to: TNDI Executive Director

Purpose of Position: Provides oversight and manages agency programs. Supervises personnel responsible for programs including Youth Services, Family Services, Health Promotion Services, and Treatment Services. Oversees financial management and contract compliance of these programs with the Director of Development and Executive Director. Develops new programs and raises funds with Development Department and Executive Director. Builds effective community relations.

Summary of Essential Job Functions:

Leadership (5%)

- Works with the Executive Director, Director of Development and Board of Directors to develop a direction for the organization, and influences people within the organization and in the community to follow that direction.

Program Development and Delivery (30%)

- Demonstrates quality of analysis and judgment in program planning, implementation, and evaluation;
- Actively evaluates program progress;
- Shows creativity and initiative in creating new programs;
- Develops new programs as applicable, working in partnership with other Next Door programs and community partners.

Administration and People Management (20%)

- Provides direct supervision of program managers;
- Oversees some or all of the following departments: Youth Services, Family Services, Health Promotion Services, and Treatment Services;
- Sets work priorities and coaches as needed.

Financial Management and Legal Compliance (10%)

- Assures adequate control and accounting of funding for these programs, including developing and maintaining sound financial practices, and disbursement of funds in accordance with contract requirements and donor designations;
- Works with the staff, Director of Development, Finance Committee, and the Executive Director in preparing a budget;
- Monitors that programs operate within budget guidelines.

Community Relations (15%)

- Serves as an effective spokesperson for the agency, specifically in targeted communities;
- Represents the programs and points of view of the organization to agencies, organizations, and the general public;
- Establishes sound working relationships and cooperative arrangements with community groups and organizations, specifically in targeted communities.

Fundraising and Grant Writing (15%)

- Participates in fundraising activities;
- Establishes and/or maintains positive relationships with government, foundation and corporate funders and individual donors

Other Duties (5%)

Special projects as assigned by Executive Director

Core Competencies and Skills Required:

- Business/financial acumen: thinks analytically and quantitatively; bases decisions on factual data; monitors and uses key business and financial indicators to ensure TNDI business success
- Communication: effective written, oral and presentation skills
- Delegates and empowers: helps direct reports translate objectives into priorities and sets performance measures for them; lets directs do their jobs; checks and reviews project milestones, without micro-managing direct reports' work; discovers direct reports' talents and leverages them; coaches direct reports' job development
- Leadership: drives performance and is able to make tough decisions; motivates others to act; gives credit to direct reports; treats others with fairness and with no hidden agendas; inspires people, especially during "down" times; makes quality decisions, even under pressure; derives respect from expertise and fair, honest relationships
- Innovation: proposes new solutions to complex problems; not limited by conventional thinking
- Learns: accepts new ideas; recognizes trends and competitive situations; asks right questions and researches best practices to improve NDI processes
- Influence skills: creates respectful working relationships with a range of people; effectively coaches/mentors others to achieve results; facilitates conflict resolution and overcomes resistance to change
- Excellent organizational skills: detail-oriented; follows through
- Research abilities: taps into a wide variety of resources to investigate options
- Interpersonal skills: effectiveness in accomplishing tasks by working with others; delivers solutions that enhance/leverage the value of their contributions; creates work processes to achieve more effective results; proposes new solutions to complex problems
- Technical skills: competent use of computer programs and software
- Flexibility: initiates change, uses good judgment when responding to change and stays open to possibilities
- Networking ability: reaches out to form key relationships and partnerships for TNDI programs; represents TNDI as appropriate

Education and Experience Required:

- Accredited Bachelor's Degree in applicable field;
- 8+years of office and/or project management experience; with a minimum of 4 years of experience as manager;
- Fiscal management experience, specifically budgeting and financial reporting

Education and Experience Preferred:

- Master's degree preferred in applicable field.

Physical Demands of Position:

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 duties of this job, the employee is regularly required to be able to:

- Talk, hear, stand, walk, and reach
- Type, sitting or standing behind a computer, for several hours at a time
- Lift materials/equipment weighing up to 30 pounds.
- Operate general office equipment
- Use laptop, cell phone and/or other mobile device to exchange information within remote travel areas

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.

Application Deadline: Please apply by end of business on Friday, April 21, 2017. Application materials may be submitted via email to recruitment@nextdoorinc.org or via postal mail to TNDI, c/o Human Resources, 965 Tucker Rd., Hood River, OR 97031