



Director of Programs

Job Description – September 2018

Reports To:	Chief Executive Officer
Category:	Full Time (40 hours per week)
FLSA Status:	Exempt
Approved Date:	September 2018

Position Summary

The Director of Programs is responsible for the overall management, development and evaluation of programs that promote the health and independence of older adults in Tarrant County. This position will play an integral role in helping Sixty and Better, Inc. achieve its mission to empower older adults to live with purpose, independence and dignity. The Director of Programs will be instrumental in ensuring that programs position the organization for continued success and community impact. The Director of Programs will provide leadership to team members and volunteers in the delivery of programs, work in partnership with other community organizations and partners, while building and developing the Department.

Education and Experience

Bachelor's degree in Community Health, Social Work, Public Health, Public Administration or related fields (aging, gerontology) required. Masters degree preferred. A minimum of 5 years of applicable and relevant experience in program management and program development. Experience managing people and leading cross-collaborative teams. Understanding of evidence-based programs and program evaluation preferred. Experience working in non-profit setting.

Essential Duties and Responsibilities

1. Manages and evaluates specific wellness programs and other programs that increase the safety, health and independence of seniors, including but not limited to the A Matter of Balance Program, Chronic Disease and Diabetes Self-Management Programs, Social Service Coordination, and Aging Mastery Program.
2. Prepares monthly programs reports and fulfills all reporting requirements for grant-funded programs.
3. Conducts assessments of programs and makes recommendations accordingly for implementation of new programs and services to the Chief Executive Officer.
4. Works with the Chief Executive Officer to establish program direction and funding proposals to ensure continuous delivery of programs and services.
5. Drives development of new programs and initiatives, including planning of programs, setting goals, establishing deadlines, milestones and processes.
6. Collaborates with the Chief Operations Officer to develop and plan the training program for all Center Directors and identification of areas for improvement.
7. Establishes an implementation management system and evaluation framework to assess program output, metrics and performance.
8. Develops strategic partnerships to expand program reach and ensure program sustainability.

9. Establishes and maintains relationships with community partners and organizations including hospitals, faith-based organizations, academic institutions, city and county run agencies and non-profit organizations.
10. Oversees all program evaluation, including administration of the Sixty and Better Annual Survey and other follow-up surveys and program evaluation. Communicates program results.
11. Supervises and evaluates program staff, volunteers and interns as appropriate.
12. Oversees Student Intern Program in partnership with local universities.
13. Other duties as assigned.

Additional Responsibilities

1. Works with Chief Financial Officer to develop and manage budgets for specific programs.
2. Collaborates with the Marketing & Development Department in implementing, seeking and managing grants.
3. When appropriate, represents the agency in the community at local, state and national levels.
4. Maintains appropriate relations with United Way, Area Agency on Aging, and other funding sources.

Job Knowledge Specifications, Skills, and Abilities

General knowledge of aging population, aging issues, cultural sensitivity. Understanding of United Way and other funding sources as well as budget management. Excellent oral and written communication skills. Creative, innovative thinker who embraces new and innovative ways of approaching planning, challenges and opportunities. Broad skills of diplomacy and tact in developing agency support. Skills in analyzing data, preparing reports and program evaluations,. Working mastery of computer programs (including Microsoft Word, PowerPoint, Excel and Outlook). Ability to communicate in Spanish with our Spanish-speaking participants a plus.

Decision-making Responsibilities

Within agency guidelines and procedures recommends and develops programs that support the mission of Sixty and Better.

Internal and External Communication

Internal contacts include daily email, phone, and personal communication with staff members, Board members, volunteers, and interns. External email, phone, and meeting contacts with other leaders of groups in the field of aging, funding sources, community leaders and participants.

Committees

Works with the Board's Program Committee, and other committees as necessary, to accomplish goals of the organization.

Supervisory Responsibilities

Supervises Program Department Staff, volunteers and interns.

Certificates, Licenses, Registrations

Must have own transportation and a valid Texas driver’s license. Must be willing to use one’s personal automobile for agency business.

Consequence of Errors

Errors could result in loss of productive time, dissatisfaction, and loss of clients, volunteers, funding sources, and/or supporters; financial loss for the agency; damage to agency’s reputation; and possible lawsuit against the agency.

Exposure to Confidential Information

Access to client, donor, and volunteer personal information and to funding resources information. Unauthorized release of information could result in dissatisfied clients or volunteers, loss of donors and funding, and possible lawsuit against the agency.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions. An ability to work in a fast-paced and demanding environment is essential.

Equal Employment Opportunity

Sixty & Better provides equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, or any other characteristic protected by federal, state or local law.

Please send resumes and cover letters to: Brandy L. Taylor, Director of Human Resources, 1400 Circle Drive, Suite 300, Fort Worth, TX 76119; or email: btaylor@sixtyandbetter.org.

No calls or walk-ins will be accepted.

I have read and understand this job description.

Employee Signature

Date