



SENIOR PROGRAM DIRECTOR

MILITARY FAMILY RESOURCE CENTER (MFRC) / SAN DIEGO MILITARY FAMILY COLLABORATIVE (SDMFC)

DEPARTMENT: CE

REPORTS TO: Vice President, Community Engagement

CLASSIFICATION: Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

This is a full-time position under the supervision of the Vice President of Community Engagement, requiring independent judgment, creativity and flexibility. The Senior Program Director is responsible for general management functions and contract compliance of programs housed in both the Military Family Resource Center (MFRC) as well as the San Diego Military Family Collaborative (SDMFC). The Senior Program Director also supervises staff/managers out-stationed at Serra High School and Miller Elementary School. The Senior Program Director is experienced in program design and implementation of family strengthening services, multi-disciplinary case management with military families, home visiting, early childhood education and development, community development, integrating services across multiple sectors, grant writing, administration, and supervision.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

PROGRAM MANAGEMENT AND EVALUATION

- Coordinate family support services; provide general management of MFRC and the SDMFC.
- Maintain budget and other fiscal reports required by multiple contracts and funding sources.
- Support development and implementation of curricula for 0-5 / school age children, and their parents.
- Encourage parent interest and involvement in self-determination/help activities.
- Provide appropriate information and referral services.
- Work in neighborhoods to develop support/information networks for parents.
- Recruit, train, supervise, and coordinate the services of family facilitators, parent educators, case managers and volunteers providing direct assistance and services to families.
- Maintain accurate records, reports and supervise the evaluation process of MFRC/SDMFC projects.
- Participate in various meetings and coalition/collaborative functions; facilitate meetings of the SDMFC.
- Support the co-chairs of the SDMFC Coordinating Council in developing leadership capacity and a diversity of backgrounds in this governing body.

FUNDRAISING DEVELOPMENT AND PARTNER RELATIONS

- Successfully raise funds to sustain multiple program budgets through private foundation, public, and individual sources to ensure the long-term financial stability of the MFC and the SDMFC by partnering with SAY Development Team.



SENIOR PROGRAM DIRECTOR

MILITARY FAMILY RESOURCE CENTER (MFRC) / SAN DIEGO MILITARY FAMILY COLLABORATIVE (SDMFC)

- Establish partnerships and alliances with businesses, institutions of higher learning, local educational agencies, child care centers, health and human services, employment and job training centers, boards, and other agencies to assess needs, enhance program resources, and improve services to service users.
- Maintain ongoing contact and open communication with military service providers, schools and other community providers.
- Participate in outreach, public engagement through multiple communications platforms.
- Gain and maintain knowledge of collaborative and community resources.
- Accurately represent the agency to and maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Utilize appropriate opportunities to pursue positive public relations for the agency.

QUALITY COMPLIANCE AND PROGRAM DEVELOPMENT

- Participate in trainings to develop skills pertinent to role and responsibilities.
- Innovate and adapt programs in response to changes in needs and factors externally.
- Research current “best practices” and relevant information to ensure program accountability.
- Work in collaboration with the V.P. Community Engagement to ensure that the MFRC/SDMFC aligns with the agency strategic plan, vision, mission and goals.
- Maintain professional conduct and confidentiality.
- Have and maintain positive and supportive relationships with coworkers.
- Maintain accurate knowledge about the agency, its programs and service.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Other tasks as assigned by the Vice President of Community Engagement.

QUALIFICATIONS (Education, Experience and Certifications):

- MS, MA or MSW in a related early education/human services field or BA and commensurate experience in a similar setting.
- Relevant nonprofit leadership experience that included fundraising responsibilities, particularly in grant writing.
- Minimum 2 years’ experience working with a PC, MS Office, and database/evaluation software.
- Experienced in meeting facilitation, coalition building and public speaking.

KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to take initiative, work independently, and manage multiple competing priorities.
- Possess excellent supervisory skills and experience in staff development.
- Possess the ability to take initiative, be self-directed and work independently.
- Communication skills necessary to establish and maintain effective working relationships with parents, collaborative partners and the public.



SENIOR PROGRAM DIRECTOR

MILITARY FAMILY RESOURCE CENTER (MFRC) / SAN DIEGO MILITARY FAMILY COLLABORATIVE (SDMFC)

- Knowledge/ability to support electronic and social media campaign strategies.
- Demonstrates an entrepreneurial spirit and attitude.
- Knowledge and understanding of socio-economic and multicultural issues in the community.
- Well organized and detail oriented.
- Community organizing skills.
- Program management and problem solving skills.
- Effective oral and written communication skills.
- Access to reliable transportation and willing to use it for job-related tasks.
- Have a driving record that complies with SAY Driving Policies.

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

The Job Description is 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.