

**THE NEXT DOOR
POSITION OPENING**

**PROGRAM DIRECTOR
NEW PARENT SERVICES & FAMILIES FIRST**

Location: Hood River or The Dalles, OR
Work Schedule: Part-Time or Full Time
Salary: \$18-\$22/hour depending on experience, Full Time comes with full benefit package
Reports to: The Next Door Executive Director

Purpose of Position: Provide oversight and supervision of the New Parent Services and Families First programs. Supervise personnel responsible for delivering services to children and families, including Parenting Education, Family Support and Connections, Parent Training Services to DHS/Child Welfare involved families, and additional home visiting services. Create and monitor budget(s), coordinate fundraising events and seek, manage, and report on grants, contracts and other financial resources to support NDI programs and operations. Maintain cooperative relationships with social services, government agencies and community partners.

Summary of Essential Job Functions:

- Provide leadership in developing NDI program goals and objectives. Work with the program team to create short and long-range plans for implementation. Develop services and activities based on an analysis of service area needs, staffing levels and related legislative issues to provide appropriate services. Implement policies and procedures to improve organizational effectiveness and efficiency. (20%)
- Maintain cooperative relationships and build advocacy with other social service/governmental agencies, community partners and the public. Network and research best practices by attending appropriate meetings and conferences. Represent NDI program needs at statewide legislature and participate in initiatives and taskforces to strengthen quality of services. (20%)
- Prepare and present initial and revised budget requests. Monitor and approve expenditures for compliance to approved budget. Certify that financial data is complete and accurate and in legal compliance. (10%)
- Develop grant requests and solicit/raise funds for organization's services. (10%)
- Assign, supervise and evaluate work of employees and contractors. Resolve issues and administer disciplinary action. Approve hiring and terminations. Observe NDI personnel policies and provide adequate training. (15%)
- Participate in NDI strategic planning and align program goals and objectives to support overall NDI mission and strategies. (10%)
- Perform ongoing administrative tasks to support program activities (email, CTK, etc). (15%)

Competencies and Skills Requirements:

- Business/financial acumen: thinks analytically and quantitatively; bases decisions on factual data; monitors and uses key business and financial indicators to ensure NDI 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 direct reports 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 NDI programs; represents NDI as appropriate

Education and Experience Qualifications:

- Accredited Bachelors Degree in Social/Human Services or related field required; Masters Degree highly desired.
- 7+years experience required in Social/Human Services or related field, with a minimum of five years management experience.

Physical Demands of Position:

- Must be able to type at a computer, sitting or standing, for several hours at a time
- Frequent, statewide travel
- May lift materials/equipment weighing up to 20 pounds
- Effective use of laptop, cell phone and other mobile devices 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

Please submit cover letter, resume, salary history, and salary expectations to barbarab@nextdoorinc.org or mail: PO Box 661, Hood River, OR 97031 or fax: 541-386-5440
Position open until filled