

Program Director

At YW we bridge the gap between poverty and self-sufficiency for women. Because when a woman becomes self-sufficient she has the power to move herself and her family out of poverty. This position plays a critical role in our ability to achieve that objective.

BASIC PURPOSE:

Working under the direction of the Chief Program Officer, the Program Director is accountable for the direction, implementation and oversight of WS programs and events, specifically the Financial Empowerment and Women's Health program. This position works collaboratively with agency leadership to ensure YW

Primary responsibilities include, but are not limited to:

- Maintain a working knowledge and understanding of YW programming, mission and strategic planning
- Directly oversee the development and implementation of assigned programs including Financial Empowerment and Women's Health. Other programs may be added.
- Ensure measurable program outcomes, and implementation of methods and systems for collecting such data for reporting to internal and external parties.
- Monitor and account for program budgets and expenditures.
- Serve as community liaison and subject matter expert on programs and program-related issues.
- Establish and maintain collaborative relationships with contractors, funders, and other parties; ensure contract compliance and reporting; and facilitate billing and reimbursement processes as assigned.
- Cultivates and maintains relationships with community groups, leaders, volunteers and area service providers and to manage critical community visibility necessary to effectively promote and implement Women's Services.
- Directly oversee all program policies and procedures
- Establish and maintain program objectives, outcome measures and reporting.
- Recruit, select, train, supervise, develop and provide a supportive environment for program staff.
- Assists in developing new programs, including researching, compiling and analyzing data; developing budgets as needed.
- Represents the YWCA to funding agencies, community organizations, and the general public.
- Collaborate with the marketing/communications department to implement the marketing and promotion of all programs and services
- Support agency mission, procedures and outcomes
 - Demonstrate eagerness to learn and assume responsibility; seeks out and accepts increased responsibility
 - Show persistence and seeks alternatives when obstacles arise; takes initiative to offer resolution plan
 - Work within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures
 - Accept direction and feedback from supervisor and follows through appropriately
 - Perform other duties as assigned.

KNOWLEDGE/SKILLS:

- Bachelor's degree in social sciences, health education, counseling, or related field
- Proven ability to effectively supervise multiple staff and/or volunteers
- At least 3 years experience in managing, developing, implementing and coordinating social program including research, compiling and analyzing data.
- Demonstrated ability to work with diverse ethnic and economic communities

- Previous experience working with community organizations and volunteers
- Strong working knowledge of Microsoft Office Suites including Word, Excel, Access and Outlook
- Proven interpersonal communication skills with all levels of management and staff
- Strong organizational and time management skills; ability to prioritize, multi-task and meet deadlines
- Adept at establishing and maintaining positive relationships with community groups
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Demonstrated skill in financial management and budgeting
- Ability to communicate effectively, verbally and in writing

Preferred:

- Bilingual
- Non-profit experience
- Knowledge of grant preparations and management
- Masters preferred

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short-and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. YW is an Equal Opportunity Employer.

For immediate consideration, qualified candidates should submit a resume via email to jobs@ywcadallas.org or complete the employment application on our website www.ywcadallas.org and fax to 214.584.2320.

YWCA of Metropolitan Dallas
4144 N. Central Expressway, Suite 580
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No Recruiters/Agencies and No phone calls