

Operation Shoestring, Inc.

Position Title: Programs Director

Operation Shoestring seeks an experienced, passionate, and highly skilled Programs Director. The Jackson, MS-based nonprofit is looking for the right person to join its team as the fifty-five-year-old organization expands its work and impact in the community.

Operation Shoestring's Programs Director, under the general supervision of the Executive Director, supervises and coordinates the daily functioning of Operation Shoestring's programs by serving as the administrator and manager of program staff. The Programs Director serves on the Executive Director's senior leadership team to ensure the organization is achieving its strategic goals and objectives.

Frequently asked questions

What does the Programs Director do?

The Programs Director is responsible for the success of Operation Shoestring's programming. In addition, Programs Director will research, plan, and implement services that ensure a successful outcome on behalf of the organization and its clients. The overall goal is to ensure that all programs are efficiently and effectively delivered and add value to the organization.

What are the duties and responsibilities of a Programs Director?

The Programs Director is responsible for researching, planning, implementing, and evaluating programs that keep the organization running. The Programs Director creates an environment of open communication within the company by collaborating with other departments on decision-making responsibilities and initiating new goal-setting initiatives.

What makes a good Program Director?

A successful Programs Director must have a strategic mindset and the ability to lead and develop their subordinates. The Programs Director can multitask with ease, problem-solve effectively, and communicate expertly both written and verbally.

Who does a Program Director work with?

The Programs Director typically works alongside other team members, clients, board members, and the public (donors, volunteers, public officials, etc.). The Programs Director is both responsible for coordinating program operations and ensuring that all program tasks are carried out efficiently with quality.

Qualifications

Job Knowledge/Skills/Qualifications:

1. Ability to process information accurately and timely and perform a variety of administrative duties related to carrying out the mission and functions of a non-profit organization.
2. Working knowledge of generally accepted principles of managing office systems and people for optimal productivity and effectiveness.
3. Working knowledge of state and federal regulations governing non-profit organizations.
4. Experience in implementing outcomes measurement systems.

5. Outstanding knowledge of data analysis, reporting, and budgeting.
6. Ability to write and manage grants; and communicate effectively in writing and orally to diverse audiences.
7. Working knowledge of computers and computer software such as PowerPoint, Excel, and Microsoft Word.
8. Working knowledge of using technology as a management reporting tool and for program evaluation systems
9. Working knowledge of effective listening and communication techniques and skills, and staff development techniques for building teams of workers for optimal productivity and effectiveness.
10. Working knowledge of and effective use of managerial and supervisory skills to facilitate optimal productivity and team spirit for the organization's overall effectiveness.
11. Ability to facilitate mission-driven team building among program staff and volunteers.
12. Working knowledge of strategies for effective implementation and management of programs for children and families from low-income backgrounds and focused on education, social justice, and equity.
13. Bachelor's degree (graduate degree preferred) in appropriate subject area, and minimum of five years of relevant professional experience.
14. Valid driver's license, an acceptable driving record, and reliable personal transportation is required.

Responsibilities

The Programs Director is responsible for providing leadership to and coordination of program staff and their programs by ensuring the following:

1. The timely and effective accomplishment of programmatic objectives in compliance with organization procedures and standards of operation.
2. Programs are coordinated and implemented in compliance with established funder and government regulations and guidelines.
3. Training of staff and volunteers is timely, needs-based, and effective to inspire productive teams and promote individual and collective growth and development.
4. Coordination of timely and effective program staff development and evaluation processes and procedures and practices.
5. Coordination and implementation of program planning, budgeting and evaluation procedures and practices.
6. Sustainability of programs through planned grant writing and management (in partnership with the administrative, development and programs staff as appropriate).
7. Professionally and accurately maintaining and advancing the organization's relationships in the service community and with organizational funders and supporters.
8. Proactively serving as an advocate for the service community and community stakeholders.
9. Modeling cooperative effort and work as a team player with each program's team, administrative staff, volunteers, board members, community stakeholders, supporters, and the Executive Director.
10. Actively participating as a functional team player on the Executive Director's leadership team and being accountable for advancing Operation Shoestring's mission and strategic objectives, inclusive of public relations and fundraising initiatives.
11. Managing day-to-day work by proactively handling multiple tasks while being detail-oriented and punctual in carrying out responsibilities.
12. Willingly and effectively assuming other duties and responsibilities as assigned by the Executive Director.

To Apply

Please send a cover letter, resume and three professional references to Robert Langford, Executive Director, at info@operationshoestring.org. No calls or walk-ins, please.