

FAMILY & CHILDREN'S SERVICE

Job Title: Director of Strategic Programs

Job Description

Reporting to the Executive Director, the Director of Strategic Programs will be responsible for developing and enhancing organizational programs and infrastructure that will allow F&CS to effectively fulfill its mission, as well as engage externally with key community partners. The Director of Strategic Programs is an exempt position charged with leading the development/implementation of programs and policies to carry out the mission, vision and strategic plan of Family & Children's Service in collaboration with the Program Managers and The Leadership Team. The Director of Strategic Programs is charged with program management, strategic planning, efficiency and accountability for all programs across the organization. This position requires a strong background in program management, program development, program evaluation, community outreach, Staff supervision, strategic planning, program operations, curriculum design, business acumen, capacity building, finance, and budgeting management. The position reports to the Executive Director (ED) and works collaboratively with the ED, The Leadership Team and Board of Directors on vision and strategy to lead the programs of Family & Children's Service on an on-going basis.

Responsibilities:

- In partnership with the Executive Director, Leadership Team, direct reports, create, implement mission, vision, values, strategic programming, measurement, and evaluation for the organization's programs.
- Support the Executive Director, Leadership Team, Development Team, and Board of Directors by maintaining, regular communications and sharing program enrollment data, impact data, financial data in a timely manner to fulfill their data reporting for funders.
- Involve the Executive Director in major decisions; the Program Managers in creating an environment of inclusionary programs for all; the Finance Director in budget development, finance decision making; the Development Director in funding procurement, and The Human Resources Manager with the implementation of organizational policies and support as deemed necessary by the Executive Director.

- Monitor, measure and evaluate all programmatic/administrative activities and outcomes.
- Ensure efficient and effective internal cross-departmental communication and collaboration.
- Evaluate and recommend areas for growth, including organic and inorganic opportunities. This can include partnership, capacity building and opportunities for new programming with potential revenue streams.
- Oversee programs curriculum design and implementation.
- Responsible for defining synergized program structure and hiring all direct reports.
- Collaboratively develop program budgets in partnership with the program managers and the finance department.
- Provide supervision on a regular basis which includes, de-brief of any client situations, self-care needs of program staff, and direction needed on any decisions to be made for program/department or program staff.
- Implement and serve as main point of contact for any emergency programs, task forces, committees needed throughout the year or on an ongoing basis.
- Participate in the development and management of grants and contracts in partnership with the development and finance departments.
- Oversee financial controls and reporting of the financial position of all programs, recommend budget amendments to ensure stability of all programs both short and long-term.
- Handle program personnel matters that cannot be resolved satisfactorily by the team (and report issues to the Human Resources Manager).

Requirements:

- Master's Degree in Non-Profit Management, Master's degree in Counseling or advanced degree in a related Human Service field or Business Administration or related field and a minimum of 3 years of leadership experience, or a bachelor's degree in a related field and 5 or more years' experience
- Demonstrated ability to work with the community.
- Individual will demonstrate cultural competence with an ability to work with diverse populations, within the community and with agency staff members.
- Understanding of trauma, family support programming and youth development programming for teens and middle school students.
- Passionate and effective verbal, written and interpersonal communication skills.
- Documented track record of successful experience in program development and multiple program management
- Knowledge of local, state and federal funding opportunities
- Proven ability to manage multiple programs.
- Strong supervisory and leadership skills with the ability to develop and communicate the organizations mission and vision internally and externally.

- Proven ability to establish and maintain working relationships with government agencies, politicians, community leaders, and the general public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced environment.
- Proficient with technology related to project management, employee management, financial management, donor management, facilities/space management.
- Excellent written and communication skills

Family and Children's Service of Greater Lynn is an equal opportunity and affirmative action employer and seeks to employ individuals based upon their qualifications, experience, and ability to perform the position responsibilities. The Executive Director reserves the right to add to, delete, or change any qualification(s) detailed in this job description as it relates to the hiring process.

Family and Children's Service is an affirmative Action/Equal opportunity employer. All qualified applicants will receive consideration without regard to race, national origin, creed, sex, age, sexual orientation, disability or any other lawfully protected class.

Cover letters and Resumes may be sent:

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