

## **JOB DESCRIPTION**

**Position:** Director of Programs

**Department:** Administration

**Status:** Full-time, Exempt

**Pay Rate:** \$80K - \$100K (Depending on experience)

**Work Schedule:** Monday through Friday, onsite.

**Reports to:** Executive Director

### **ORGANIZATIONAL BACKGROUND:**

Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights a 14-member program/collaborative of organizations and schools that strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

Can you reword the above to include Promesa and what you want to clearly state?

### **POSITION SUMMARY:**

To further Proyecto's mission, we seek a Director of Programs with strong team leadership and nonprofit leadership skills. The Directors of Programs will report to the Executive Director, building positive working relationships, fostering effective communication channels, and skillfully managing direct reports. They will play a pivotal role in program development, collaboration, and operational excellence across all programs.

### **KEY RESPONSIBILITIES:**

#### **Program Development and Collaboration**

- Collaborate closely with the Executive Director to support Proyecto's vision, focusing on community-centered programming.
- Work with and support program directors in planning, developing and managing programs and initiatives
- Assist Leadership with the evaluation and restructure of the Promesa program, ensuring all stakeholders and partners are considered and that the program is structured to operate within budget
- Supervise program directors in day-to-day responsibilities and the development of short – and long-term strategies.
- Foster a culture of teamwork and professional growth while setting clear performance standards.

- Establish communication structures, collaboration, and learning discussions across the director team and programs.
- Identify funding prospects and effectively communicate impact, outcomes, strategies, and resource needs.
- Collaborate with the director team to identify, develop and implement operational process improvements for organizational efficiency.
- Work with the Leadership Team to create a staff development program supporting personal and professional growth.

**Operations**

- Develop a strong understanding of Proyecto Pastoral's contracts and agreements, ensuring adherence.
- Identify, develop, and implement operational process improvements with program directors and the executive team.
- Ensure all programs are operating within budget and any variances are addressed and corrected
- Collaborate with program directors and evaluation staff to establish, monitor, and evaluate program objectives and key performance indicators.
- Oversee daily operations of the programs.
- Ensure facility and equipment maintenance, safety, and security.
- Review and negotiate vendor contracts.
- Promote employee safety through policies, procedures and technologies.

**General Team Responsibilities:**

- Monitor organizational health and nurture a healthy organizational culture.
- Prioritize relationship building and a community- centered approach, strengthening connections among participants, staff, partners, and community members.
- Serve as a liaison with key external stakeholders, building effective relationships and partnerships.
- Familiarity with Proyecto Pastoral's Employee Handbook, operational policies, procedures, and employee benefits.
- Demonstrate commitment to Proyecto Pastoral's mission and values.
- Act as supportive team member and participate in Proyecto Pastoral events and activities.

**QUALIFICATIONS/REQUIREMENTS:**

- 7-9 years of progressive high-level leadership experience in nonprofit management, with experience in collective impact models, community building, and social justice organizations.
- Trustworthy and high integrity practices.
- Master's degree in relevant fields such as Public Policy, Social Work, etc., preferred.
- Ability to research, analyze, and communicate progress on issues related to education, homelessness, children and youth, and organizing.
- Proficiency in facilitating conflict transformation.

- Strong leadership skills in relationship building, planning, communication, and coaching diverse staff.
- Experience in monitoring and evaluating program performance in social impact.
- Strong organizational, analytical, and time management skills with attention to detail.
- Excellent written, presentation, and oral communication skills.
- Strategic, conceptual, and critical-thinking abilities.
- Ability to develop effective relationships with internal and external colleagues and partners.
- Personal presence to represent Proyecto in diverse forums and organizational relationships.
- Initiative, flexibility, collaboration, and cultural sensitivity.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint, and database experience.
- Spanish proficiency preferred.
- Licensed driver with reliable transportation and ability to meet organization's minimum auto insurance requirements.

**Benefits:** Excellent benefits package, which includes: health, dental, vision, vacation, sick days, holidays, and a 401k plan (if eligible).

#### **HOW TO APPLY:**

***Interested applicants should send cover and resume to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org). Only emailed applications will be accepted, please indicate "Director of Programs" in the subject line of the email. Consultants should not apply.***

For questions please visit our website at [www.proyectopastoral.org](http://www.proyectopastoral.org).

*Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.*