Position Title: Programs Director (Temporary- this could lead to a permanent position)
FLSA Status: Full Time
Supervisor: Executive Director
Date Revised: 4/17/2013

Position Summary

The Programs Director provides direction and support to all programs within the agency. The Programs Director will be the main point of contact in matters including but not limited to the vision for each program, program development and supervision, budget management, community based needs assessment and media outreach. This person needs to project the mission and values of FOCUS and work well with confidential information, organization, efficiency, and accuracy to detail. Successfully perform other duties as assigned.

Essential Functions

- Adheres to FOCUS policy, procedures and practices either written or implied.
- Continually strive for strong team atmosphere at FOCUS in all departments and across the agency.
- Provide supervision to program leads.
- Set and administer program budgets.
- Supervise the following programs through their lead coordinator:
  1. Supported Employment: Supported Employment Coordinator
  2. Family FOCUS’d ABA: ABA Directors
  3. Summer and After School Program: Youth Programs Coordinator
  4. FOCUS Clinic: Clinic Coordinator
  5. FOCUS: art FOCUS: art Coordinator
- Participate as an active member of the Executive Team.
- Develop and oversee media strategy for the agency.
- Identify community based needs and develop programs accordingly.
- Provide timely, professional and quality customer service to both internal and external customers.
- Maintain a positive and respectful attitude at all times.
- Communicate regularly with supervisor about department issues.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.
- Create and adhere to program specific policies and procedures.
- Other duties as assigned by Executive Director.

**Knowledge, Skills and Abilities**

- high attention to detail and accuracy
- high organization and planning skills; ability to prioritize various tasks
- well-developed interpersonal and communication skills
- professional appearance and manner
- problem analysis and problem solving
- ability to maintain a high level of confidentiality
- critical thinking skills
- computer literacy: Microsoft Word, Excel, Outlook, and Power Point
- integrity
- adaptability

**Minimum Qualifications**

- Bachelor's Degree
- Two years experience in Program Management in a nonprofit setting

**Preferred Qualifications:**

- Experience working with people who experience a disability or developmental delay

**Physical and Environmental Requirements**

While performing the duties of this job, the individual will be required to use hands and fingers to handle or feel; reach with hands and arms; talking and hearing are required for the position. The noise level in the work environment is usually moderate. Position is required to walk, climb stairs and may be required to lift and/or move items weighing up to 25 lbs. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus. Extended periods of sitting are required.

This Job Description reflects the best effort of FOCUS to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract; FOCUS is an at-will employer.
Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.