



## Director of Programs Job Description

### Position Summary

Coalition for a Better Acre (CBA) seeks a Director of Programs to lead programs that will advance CBA's goal of assisting upward mobility and promoting economic self-sufficiency. The Director of Programming will cultivate partnerships, seek new funding sources and develop new programs to fit the need of the community and the organization.

### Essential Functions/Responsibilities

- Part of a senior management team to develop and implement programs that will advance the overall mission of the CBA.
- Supervise all program staff, train and provide guidance and technical assistance. Support the professional development of program staff.
- Conduct program evaluation, data collection and analysis in effort to quantify the impact of the work of CBA.
- Work closely with the Program Coordinators, develop and implement membership program.
- Manage outreach to neighborhood residents and CBA members through door knocking, one on one meetings, and larger community meetings.
- Oversee the planning of the organizational events, membership meetings and other community events.
- Conduct an annual community needs assessment and develop work plans for each program area.
- Work closely with the Resource Development and Communication Manager, Director of Operations and the Chief Executive Officer to seek and secure funding to maintain and expand programs.
- Manage program budget and work closely with the Director of Finance during the budget process.
- Maintain positive relationship with funders including progress and outcome reports, and periodic meetings in partnership with the Resource Development and Communications Manager.
- Support internal communications among staff and build positive organizational culture.
- Represent CBA on Boards of area nonprofit organizations, events of partners, and other community or public meetings.
- Attend CBA monthly board meetings when requested.
- Responsible for developing and staffing the Program Committee.
- Work collaboratively with the rest of the organization and find ways to integrate programs with other departments to achieve CBA's overall goals.

- Manage relationship with Maloney Properties and partner with the Resident Services Coordinator to provide additional programs to the residents of CBA properties.
- Manage relationship with North Canal Tenant Council and staff North Canal Trust meetings.
- Provide support and guidance to the North Canal Tenant Council.
- Build relationship with the City of Lowell, University of Massachusetts Lowell and other partner organizations.
- Work closely with ACTION and other neighborhood groups.
- Other duties as assigned.

## **OUR IDEAL CANDIDATE**

Our ideal candidate will have a passion for community-based development and community organization and will have many of the following skills and experiences:

- Demonstrated experience in and commitment to community-based organizing, campaign development and leadership development.
- Three to five years of experience managing programs and/or leading staff.
- Ability to work effectively with diverse groups and individuals.
- Program development, evaluation, reporting and supervisory skills.
- Ability to manage multiple tasks in a responsible and dedicated manner.
- Excellent oral and written communication skills.
- Comfort using technology for organizing, including spreadsheets, databases, word processing, computer graphics, and social networking software.
- Ability to communicate in Spanish or Khmer preferred.
- Able to work flexible hours.
- Minimum of a B.A. or equivalent in work.

## **THE SELECTION PROCESS**

**To apply for this position**, please submit a resume and cover letter, including your salary requirements, to: Pam Miller, Office Manager at [pamela.miller@cbacre.org](mailto:pamela.miller@cbacre.org).

CBA offers a competitive salary and benefits package.

***We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.***