

## **JOB DESCRIPTION**

Job Title: **Director of Programs**

Reports to: **Executive Director**

Employment Status: **100% FTE**

Supervises: **Program Managers & Specialists**

Date: **June 23, 2020**

### **POSITION SUMMARY:**

The Director of Programs oversees the coordination and administration of all aspects of government, public and privately funded API-GBV programs. The position is responsible to: manage and oversee all programmatic areas of technical assistance (TA) and training; design and evaluate programs and processes; propose and draft policy; act as a subject matter expert (SME) on various TA and training topics; supervise staff; develop and monitor budgets.

In partnership with the Executive Director and management team, the Director of Programs identifies programmatic opportunities and challenges and helps to determine organizational strategy that contributes toward ensuring all programs work collaboratively to advance the organizational mission and vision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### ***Program Development & Oversight (35%):***

- Works with management team and program staff to define programmatic vision and develop and implement programmatic initiatives and programs.
- Contributes content-area expertise to conceptualize programs and deliverables that are relevant to trends and constituent needs, taking the lead on large and complex projects.
- Develops and implements programmatic plans, policies and procedures.
- Identifies opportunities for API-GBV to leverage cross-program strengths to take advantage of new opportunities.
- Ensures a collaborative team based approach among programs and services, optimizing available resources.
- Plans and designs training curriculum.
- Conceptualizes, drafts and reviews funding proposals in collaboration with management team and program staff.
- Develops and cultivates relationships with public and private funders and funding entity program managers.

- Develops a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Identifies and evaluates the risks associated with program activities and mitigates risks.
- Develops, implements and monitors annual work plans and ensures completion of deliverables, including tracking of activities for reports to funders.
- Collaborates on reports for funders with management team and program staff.
- Ensures compliance with federal, state and other funder guidelines for proposals and reporting during the grant/contract terms.
- Ensures that vital legal, financial, and compliance issues in functional/program area are attended to in a timely and accurate manner.
- Provides management, operational and supervisory support for program activities and program staff.
- Ensures the implementation of a collaborative, team based approach for program activities.

***Technical Assistance & Training Functions (25%):***

- Acts as a subject matter expert (SME) in responding to requests for guidance, technical assistance and/or training on various topics requested by community groups and agencies.
- Conducts research on topics of interest to external groups and agencies to gain knowledge and provide guidance.
- Provides in house training and mentorship aimed at building capacity among existing staff members to enable them to take on various TA mandates.
- Provides external training on relevant API issues.
- Create new structures for staff to share knowledge and collaborate to build the organization's overall capacity to respond a variety of TA topics and training initiatives.

***Operational & Administrative Functions (25%):***

- Participates in addressing organization-wide fiscal issues and collaborates with Director of Finance & Administration and management team to prepare the annual operating budget.
- Monitors program budgets and ensures integration with organizational budget.
- Pro-actively identifies and seeks out funding from private, public and government sources to develop and sustain the mission of the organization.
- In consultation with the management team, actively pursues fundraising opportunities with stakeholders that could assist in funding program activities.
- Works collaboratively with the management team to ensure synergy between divisions.
- Attends and participates as a management team member and in board meetings when necessary.

***Organizational Mission & Strategic Direction (15%):***

- Through collaboration with the Executive Director, provides leadership for strategic/organizational/structural programmatic planning processes.
- Ensures program activities are in line with mission, vision and values of the organization.
- Liaises and proactively develops solid working relationships with national, state and local constituents, policy makers, networks, and external organizations on current program areas such as; movement building, immigration and language access.
- Supervises, guides and supports staff in functional areas and/or in program areas; meets regularly with staff to ensure clarity on direction, organizational values and communications.
- Promotes the activities of API-GBV and its programs; represents API-GBV and builds enthusiasm for its goals and mission to funders, partner agencies, and the general public.
- Works with management team to set agendas for management team meetings, staff meetings, strategic planning meetings and board meetings.
- Actively participates in executive level discussions and decision making processes.
- Apply policies and procedures to ensure that the mission and vision of API-GBV is implemented.

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

***REQUIRED***

- Bachelor's degree in gender studies, mental health, behavioral science or related field
- Extensive experience in systems management, program planning, design, evaluation and budget management
- Extensive experience in providing direct advocacy services, training and technical assistance
- Extensive experience in serving Asian and/or Pacific Islander communities
- Experience in domestic violence direct services and/or policy
- Understanding of issues related to gender-based violence and strategies employed to address issues.
- Management and supervisory experience
- Strong interpersonal and organizational skills and ability to work with diverse groups of people

*PREFERRED*

- Graduate degree in Sociology or Political Science
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language
- Excellent training and public speaking skills with experience addressing a wide range of audiences
- Fundraising experience with the ability to engage a wide range of donors

**WORK ENVIRONMENT:**

- 15-20% travel to attend meetings and/or conferences at both the regional and national level
- Office environment, preferably based in Oakland. However, there is the option of working remotely.

Reviewed and approved:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date