



Position: Network Program Director

Classification: Exempt

Reports to: Chief Executive Officer

Date: September 8, 2020

The Vision of the Community Impact Network (Network) is to Build Equity for lives of choice and opportunity. The Network is the community resource manager and works with grantees and partners to provide needed social services to residents in the impact areas of Education, Housing, Employment, Health and Finance. The Network 's Mission is to create spaces and places where transformational relationships are built. As described in the position summary the Program Director plays a pivotal role in executing the Network's Vision and Mission.

Position Summary

The Network Program Director position is a full-time, salaried position with benefits. The Director oversees the development, implementation, and strategic growth of the Network under the direction of The Equity Network (TEN) Chief Executive Officer and works closely with the Network Board Chair. The Director is responsible for the implementation and execution of the Network's Vision and Mission in all activities. The Director leads the coordination and administration of all aspects of the Network's programming, including planning, budgeting, organizing, managing, controlling, evaluating and staffing program activities. The Director presently manages a staff of four community resource coordinators. The Director's skills and expertise in successful nonprofit management will aid the organization in serving the public by ensuring successful execution of operational grants, management of external partner grants, building and maintaining Network's external internet presence and services to the nonprofit community, improving business opportunities through effective programs, and executing meaningful projects.

The ideal candidate should enjoy the complexity of understanding and building systems and relationships, accept the challenges of working on intractable problems, enjoy adapting and creating solutions to overcome barriers and believe that patience and perseverance can create change. The outstanding Director values the truth, consistency, intellectual challenge, and hard work. This role requires superior organizational skills, great leadership qualities, respect for science and exceptional budgeting and metrics monitoring skills. The outstanding Director should re-enforce relationships with donors, grantees and

partner organizations, ensure that Network programs operate efficiently, streamline Network operational administration, and keep the organization fiscally sound.

Essential Functions

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed, but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan the delivery of the overall programming and activities in accordance with the Vision, Mission and approved goals established by the Network Board.
- Develop strategic and long-term program goals and annual and long-term budgets and operating plans with TEN and Board leadership.
- Develop Board approved new initiatives to support the strategic direction of the Network.
- Act as the point person for Network grants, grant compliance, reporting, evaluation, action plans, and grantee metrics.
- Oversee the quality and success of all aspects of program operations, management, relationships both internal and external, development, staff and volunteer training and supervision.
- Complete an annual review and presentation to TEN leadership and the Foundation on Universe data for areas served, current trends, best practices, and provide recommendations for support of current and prospective grantees.
- Maintain the calendar of events for the Impact Areas for logistics, meetings/trainings and contract compliance with partner agencies.
- Direct and manage the Quarterly Partners meetings and the Biannual Nonprofit Executive Meetings.
- Manage the maintenance of the public website, internet marketing presence and partner porta.
- Develop a program evaluation framework to assess the strengths of the programming and to identify areas for improvement.
- Create program measurement tools, oversee data collection and evaluate outcomes for reporting to TEN leadership and Board of Directors.
- Evaluate partner and grantee programs to ensure standards and guidelines are adhered to and grantee performances are of adequate quality and grantees are accountable to grant agreement components.
- Direct, manage and lead Network grant efforts, including documenting Network payments and expenditures to maintain compliance with the approved annual budget, optimize the Network administration process, and oversee any fund-raising activities.
- Prepare Network progress reports that demonstrate compliance with regulations and metrics set for grantees.

- Assist Grants Department with the collection and tracking of quarterly reports for invoicing and grantee performance and deadlines. Conduct presentations to Foundation in collaboration with Grants Department for reporting on all internal and external grants.
- Ensure that Network activities operate within the policies and procedures of Network and TEN.
- Recruit, interview and select well-qualified program staff in consultation with TEN leadership.
- Ensure all Network staff receive orientation and appropriate training and training is maintained as necessary for performance.
- Establish and implement a performance management process for all Network staff as approved by TEN leadership.
- Lead Network staff by providing direction, input, and feedback. Manage, train and motivate Network staff.
- Hold staff accountable to accomplish quarterly progress toward goal completion and to establish goals and plans for the following year.
- Communicate with staff across the family of organizations of TEN and with other stakeholders to gain community support for Network programs and to solicit input to improve programming.
- Cultivate existing relationships with funders, donor agencies, nonprofit organizations, governmental entities, and community groups and organizations with the goal of ensuring sufficient resources, access to services, and support of the community and organizations served.
- Represent Network at public events and partner events.
- Support the Board of Directors through presentations and updates, as requested.
- Assist the Foundation, CEO and TEN leadership with special projects, as assigned.

Competencies and Requirements

Personal characteristics required of all employees such as honesty, integrity, ability to get along with others, professionalism, and courtesy are presumed qualities which may not be listed specifically.

- Methodical, strategic and analytical thinking.
- Exceptional ability to take project from concept to completion.
- Project Management experience leading large-scale projects.
- Experience creating, reviewing and analyzing budgets.
- Excellent written and verbal communication and grammar skills.
- Superior ability to review data analytically to ensure its accuracy and validity.
- Maintain and respect the sensitive, private and confidential nature of information.
- Strong organizational skills with exceptional attention to detail and ability to disseminate information clearly and concisely.
- Ability to effectively manage relationships with both superiors and subordinates and to work in a team environment and individually.
- Demonstrates unparalleled commitment to professionalism through interactions, work product and communication; understands that the quality of the work performed directly affects the public reputation of the Company.

- Proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Strength in hiring, recruiting, managing, developing, coaching and motivating individuals and teams, empowering them to elevate their levels of responsibility and performance.
- Experience in management.

Supervisory Responsibility

Supervisory responsibilities of the Network personnel.

Work Environment

Standard office environment

Physical Demands

This position is a sedentary position requiring use of computers; phones and personal conversations. The constant use of eyes and hands will be required in all environments where work is performed. The incumbent may stand, walk, reach, stoop, climb, lift, carry and bend occasionally when performing essential job function in the office and at other locations. These activities may include walking through various locations and at activities, operation of common office equipment such as photocopiers, fax machine, mail boxes, scanner, etc.

Position Type and Expected Hours of Work

This is a **full-time** position. Days and hours of work are **Monday through Friday, 8 a.m. to 5 p.m.**

Travel

Less than 5% local travel

Required Education and Experience

- Bachelor's degree or equivalent experience in a Business Administration or related field
- Minimum of five years' experience of management, preferably nonprofit, grant administration, or closely related field
- Copy of college transcripts

Preferred Education and Experience

None required for this position.

Additional Eligibility Qualifications

None required for this position.

AAP/EOO Statement

The Equity Network (the management company and employer for Equity Homes and the Community Impact Network) has a policy of offering equal employment opportunities to all employees and applicants. Specifically, The Equity Network does not discriminate in employment opportunities or practices on the basis of race, color, gender, religion, national origin, age, sexual orientation, gender identity, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.