

ALAMEDA POINT COLLABORATIVE

The Alameda Point Collaborative works to end homelessness by providing housing and services to create communities where formerly homeless families and individuals can flourish.

JOB DESCRIPTION

POSITION:	Director of Programs
DIVISION:	Services
REPORTS TO:	Executive Director
CLASSIFICATION:	Exempt
SUPERVISES:	Service Managers and Line Staff

PRIMARY FUNCTION

Under the general direction of the Executive Director, the Director of Programs directly plans, implements, supervises and evaluates the programs and personnel providing support services to families and individuals at Alameda Point. The Director of Programs ensures that our programs meet the needs of the residents, and achieve the goals set out by APC's mission, strategic plan and funders. The Director of Programs will provide effective and inspiring leadership, as well as stewardship, implementing and leading a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement and evaluation. The Director of Programs will promote regular and ongoing opportunities for residents and staff to give feedback on program operations and create forums to encourage resident participation and leadership.

DESCRIPTION OF DUTIES

Program Leadership and Management:

- Design, implement and monitor programs and services in line with APC's mission and vision, and best practices in line with expectations of funders.
- Attract, develop, coach, and retain high-performance staff members, empowering them to elevate their level of responsibility, span of control, and performance.
- Work with staff to develop systems to ensure consistent, high-quality program management in compliance with organizational and funder requirements.
- Provide leadership in development of intra- and inter-program communication and cohesiveness.
- Provide solid financial guidance in program development, demonstrating leadership and accountability for program costs.

Knowledge Management:

- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs.
- Develop dissemination system to share organizational learning with a broad range of communities.
- Ensure that key outcomes are evaluated and leveraged for maximum community and organizational impact.
- Work collaboratively with the senior management team to integrate cross program activities and functions.

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ESSENTIAL FUNCTIONS & SKILLS

The Program Director will be thoroughly committed to APC's strategy and mission. All candidates should have demonstrated leadership, coaching, and relationship management experience, program development and evaluation skills and strong demonstrated success managing funder relationships. Other qualifications include:

- Advanced degree (MSW preferred), with at least 5 years of experience managing diverse workforces and complex budgets. Preference will be given for previous management experience in a supportive/affordable housing setting and/or familiarity and experience with HUD Supportive Housing Program funding and regulations.
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives and manage a budget.
- Strong demonstrated fundraising experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, forums, associations, foundations, corporate sponsors, and practitioner groups.
- Ability to work effectively in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for APC's mission and commitment to working collaboratively with a management team of senior professionals, staff from diverse backgrounds and formerly homeless residents, including children and adults.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisor's instructions and to perform the tasks requested by their supervisors.

To apply, please send cover letter and resume to APCrecruitment@apcollaborative.org, with the position you are applying for in the subject header.