



EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION

Job Title:	Director of Programs
Hours of Work:	40 hours per week. This person will typically work within the hours of 8:30 - 5:00 with some flexibility as determined by the supervisor and employee. Some evening/weekend work will be required. Regular and timely attendance is an essential function of this job.
Reports to:	Executive Director
Supervises:	Five Program Managers (Food Bank, Basic Needs, Housing, Economic Empowerment and Children, Youth and Family) and the Data Monitoring and Evaluation Coordinator

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. For over 100 years, EFAA has provided a local safety net to vulnerable households and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

Position Summary

The Director of Programs is responsible for providing strategic leadership and oversight for all aspects of EFAA's mission-related programs and program staff. Oversees all program related tasks and strategies. Evaluates the performance of programs and services and develops and implements new programs and services in conjunction with Program Managers. Develops and manages program budgets. Works with partner agencies outside the organization on coordinated strategies for human service delivery in Boulder County.

Essential functions

Program Leadership

- Develop and maintain written program guidelines and procedures Operate programs according to the practices of highly functioning organizations, including monitoring program performance and outcomes and compliance with eligibility and program guidelines.
- Facilitate establishment of outcome oriented yearly program plans that are consistent with EFAA's Strategic Plan and include goals for all supervised areas, individuals and teams;
- Develop new programs consistent with the Strategic Plan and budget; and
- Design and implement programming to deepen EFAA's engagement as a family resource center in the community and its achievement of quality standards for such services.
- Engage as needed in various sub-committees and task forces, for example the Front Desk Working Group and the Property Management Working Group, to provide program leadership to these efforts
- Represent EFAA as a thought leader within the community, partner agencies and related organizations
- Act as EFAA's internal expert on Programs and stay apprised of best practices in the field.

Support to Government and other selected grant development, submission and reporting.

- Manage funding from government entities, including the annual contracts EFAA has with Boulder County, the City of Boulder, the City of Longmont, Colorado Department of Early Childhood, Energy Outreach Colorado, among others.
- The Programs Department provides general support to the Development Department in the design and reporting on EFAA's foundation and other restricted funding sources.

Partnerships

- Cultivates and stewards various institutional partnerships and continue to uphold EFAA's reputation as a collaborative community partner. EFAA currently has about 20 Memorandums of Understanding with area partner agencies which the Director of Programs is responsible for supervising.
- Represents EFAA on several area collaborations and coordination committees, including as co-chair of the Boulder Local Area Collaborative of the Family Resource Network.

Monitoring and evaluation

- Oversee EFAA's program metrics, including analysis of trends and identification of any actions needed to meet organizational goals.
- Monitor progress and report to Executive Director on program performance and EFAA's results measurement framework;
- Oversee annual surveys and evaluations of EFAA programs.

Management

- Manage the Programs Department to ensure quality of operations, cohesion, collaboration, and success of programming / outcomes
- Provide excellent direct supervision to staff. Supervisors are responsible for hiring, training, and evaluating supervised positions consistent with EFAA policies and procedures including annual evaluations and professional development plans for staff members. Documentation and paperwork related to supervisor responsibilities (hiring documents, compensation sheets, timesheets/absence reports, evaluations / quarterly reviews) completed in a timely and accurate manner.
- Evaluate staff work programs to the end that they support achievement of department goals;
- Prepare and manage department budget to meet objectives with available resources and monitor department expenditures against budget. Report on results and variances.
- Attend meetings and contribute to the Board of Directors, Board Committee(s), and Senior Management Team as the leader of Programs within the organization. The Director of Programs is the Staff Liaison to the Program Committee, working with the committee chair to develop agendas and ensure committee member engagement/success.
- Represent EFAA at external meetings and events.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned as necessitated by organizational demands.

Skills/Competencies

- Related undergraduate degree - a master's degree in a related field is preferred, or equivalent experience.
- At least five years demonstrated management experience, preferably at the director or equivalent level.
- Strong professional background in human services or a related field, knowledge of programs to help families stabilize and thrive.
- Strong planning, organization and human resources management skills required.

- Demonstrated understanding of program results chains and logic models, including proficiency in interpreting program metrics and outcomes
- Well-developed written and oral communication skills are required.
- Requires excellent computer skills in MS Office.
- Commitment to EFAA's mission of EFAA and the principals of diversity, equity and inclusion

Working Environment, Physical Activities and Equipment Used:

Typical office environment. Regularly uses computers for data input and other work.

Employee must take proper safety precautions, anticipate unsafe circumstances and act accordingly to prevent accidents; adhere to and practice EFAA Safety Rules.

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$85,000 - \$100,000 annually. Competitive pay commensurate with education and experience.

Why You Should Apply

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecompass
- Language bonus for bilingual English / Spanish speaking employees
- Family friendly policies and practices
- A commitment to professional development and training

How to Apply

Please email your cover letter and resume to resumes@efaa.org with the subject line "Director of Programs". The position is open until filled. Applications will be reviewed on a rolling basis.

Non-Discrimination Policy

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy, marital status or any protected class under applicable Federal, State or local laws that is not listed above.