Position Description: **Program Director**

Reports to: Executive Director

FSLA Status: Hourly, non-exempt, part time (25 hrs. per week)

**Position Summary**

The Program Director will provide administrative support, and coordination of the organization’s operations in fulfillment of the mission. Working closely with the Board, key stakeholders and partners, the Program Director will be responsible, collaborating with other organizations, donors and partners to further the mission and impact of awareness and prevention programs. Given the recent 501c (3) status, the organization is in a growth mode and benefits from strong community support, endorsement and contacts.

**Governance**

The Foundation is governed by a Board of Directors. The Program Director will report to the Executive Director, but will interface with all Board Members, key vendor/partners (e.g. CPA/Accounting/bookkeeping partner, Web services partner, FFTC, Events coordinator partner). The organization leverages a committed volunteer base of supporters who coordinate events, speaking engagements, and support fundraising efforts. The Board of Directors meets every other month, and additionally, as needed.

**Key responsibilities:**

Programs and events

Volunteer oversight

Grant Writing

**Primary Job Duties**:

1. Develops, implements and promotes JKFFC programs in schools, colleges/universities and the community
   1. Create programs and disseminate information and materials on Intimate Partner Violence (IPV) to colleges and universities.
   2. Communicates with Foundation bookkeeper regarding invoices and expenses. Seeks approval for supplies and promotional material prior to purchasing items.
   3. Work with high schools to implement Teens for Courage Clubs to educate and engage student body, teachers, administration, etc.
   4. Work with marketing and communications to promote the eNOugh awareness campaign on college campuses.
   5. Work with sports teams, athletes and coaches on the impact of IPV and Teen Dating Violence
2. Development and implementation of Program and Events
3. Event planner for various events sponsored by the Foundation such as the signature Women for Courage luncheon, the Employers Workshop, the Teen Summit; maintains a record of expenses specific to an event.
4. Works closely and in conjunction with Executive Director and respective planning committees.
5. Develops and implements a communications and marketing plan.

1. Develops/trains the Board members to present in various settings; Jamie’s story, mission, major initiatives, etc.
2. Maintains accomplishments and initiatives to prepare an annual impact report for the Board and our supporters.
3. Provides support for various/assigned Board committees and initiatives such as the Domestic Violence Awareness Club and student curriculum committee.
4. Keeps the Founders and Board members apprised of activities, recognition in press.
5. Volunteer Recruitment and Coordination of Volunteers
   1. Develops and maintains an active volunteer plan, focusing on engaging volunteers on the impact of Domestic Violence (DV), Intimate Partner Violence (IPV) and the organization.
   2. Holds regular updates regarding volunteer opportunities
   3. Coordinate logistics for select events including pre, day of, and post event duties
   4. Responsible for orientation and education of volunteers, provide all relevant information to volunteers to ensure clear communication and expectations.
   5. Recruit, orientate and track all necessary paperwork
   6. Manage and promote community, school wide and group presentations
6. Grant writing and research of potential funding
   1. Measures the grants provided to insure measurable outcomes.
   2. Researches grants available for which we meet criteria for applying for the grant; maintains deadlines of when various grants are due and applies within the given timeframe.
7. Other duties as assigned by the Executive Director

**Position Education and Experience Requirements**: A four-year degree and/or a combination of education and experience demonstrating progressively responsible duties and in the primary job duties and responsibilities.

**Physical demands**:

Sedentary in general; position requires the ability to lift on occasion.

**Schedule**:

Position requires occasional attendance at off-site meetings. Schedule varies based on events, meetings and may include evening and weekends.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: Date

Original to Personnel file; copy to employee