

## **Job Description: Program Director**

### **Reports to the Executive Director / Full-Time / Salaried / Non-Exempt**

Established in 2007, disABILITYsa is a nonprofit 501c (3) organization with the mission to educate, advance, and engage individuals with disabilities by sharing information, creating opportunities, and strengthening the organizations that serve them. We have a vision to help make San Antonio the #1 community where people with disabilities want to live, learn, work, and play.

Working for disABILITYsa means adopting our mission and vision as your own. As a member of the disABILITYsa family, your work will directly impact the lives of children and adults with disabilities in the San Antonio community. The right person will identify with our values of Respect, Integrity, Diversity, Abundance, & Resolve.

#### **Position Description:**

With our mission and these values in mind, the role of Program Director will be primarily to offer initiative, leadership, and supports for the planning, implementation, recruitment, and reporting of comprehensive programs at disABILITYsa. This position will be responsible for the daily program management, volunteer recruitment and management, participant recruitment and outreach, and logistics for the education, engagement, and advancement programs at disABILITYsa.

This position requires a person who is anticipatory, resourceful, takes initiative, and demonstrates excellent follow-through. The successful candidate will demonstrate confidentiality, diplomacy, and tact when proactively dealing with situations, and solving problems. Candidate must be comfortable with multi-tasking and prioritization with close attention to detail, accuracy and timeliness. This person must present a professional demeanor at all times. The ideal candidate will bring a professional, collaborative, and multitasking demeanor into the role where working with confidential information is managed. The ideal candidate will be a resourceful thinker able to anticipate obstacles, creatively unravel them, and take proactive steps, that reflect the organization's values, to manage circumstances with minimal supervision.

#### **PROGRAM DIRECTOR RESPONSIBILITIES**

- Develop and implement strategies that will maximize the synergies among program areas.
- Initiate and set goals for programs according to the strategic objectives of the organization.
- Plan, Develop, and Implement the programs from start to completion involving budgets, operations, deadlines, milestones and processes
- Direct, manage, and recruit for all organizational programs and non-fundraising events.
- Recruit, supervise, and manage all program volunteers
- Assist in the preparation of and reporting on program related grants.
- Devise evaluation strategies to monitor performance and determine the need for program improvements. Receive feedback and resolve complex problems while discover ways to enhance efficiency and productivity of procedures and people.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Keep senior management informed with detailed and accurate reports or presentations.
- Contribute to the communications plan for the organization to include the Newsletter, Publications, Social Media Posts, Website Updates, etc. as it pertains to programs in coordination with the Director of Development & Outreach.
- Other duties as assigned.

*The job description in no way states or implies that these are the only duties performed by the employee in this position. Management has the right to assign or reassign duties and responsibilities at any time.*

#### **ESSENTIAL FUNCTIONS**

- A business acumen with a strategic ability.
- Thorough understanding of project/program management techniques and methods with an analytical mindset with great problem-solving abilities.
- Ability to work independently demonstrating leadership and sound judgement.

- Ability to coordinate events and programs, connecting the dots to the impacts each event and program has to other meetings, plans, committees, and efforts (direct and indirect).
- Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment.
- Strong leadership, organizational, task management, and prioritizing skills
- Strong Knowledge of performance evaluation techniques and key metrics with knowledge of data analysis, reporting and budgeting.
- Strong attention to detail and accuracy with excellent verbal, written, & interpersonal communication skills.
- Ability to interact with integrity and high level of professionalism with all levels of team members, customers, program participants, and volunteers.
- Ability to accurately manage expense reimbursement, manage busy calendar, and appointments.

### **ANCILLARY JOB FUNCTIONS**

*These functions support program execution and coordination.*

- Frequent lifting of objects weighing 20-50 lbs to a height of 3-8 feet
- Physical exertion, such as lifting, standing, bending, or reaching, is required
- Occasionally standing/walking for more than 8-14 hours in a day
- Occasionally ascends/descends a ladder to decorate and set-up for programs and events
- Occasionally works in outdoor weather conditions and may be exposed to rain, snow, & extreme heat or cold

### **QUALIFICATIONS**

- High energy and passion for disABILITYsa's mission is essential
- Must have 1+ year in disability related profession/field.
- Must have 3+ years' experience in event and program planning with proven experience as program director or other managerial position.
- BS/BA diploma in management or a relevant field; MSc/MA is a plus.
- Flexible and adaptable style; a leader who can positively impact both strategic / tactical fundraising initiatives
- A team player who will productively engage with others within and outside of disABILITYsa
- Bachelor's degree expected, Master's preferred
- Ability to navigate a vast array of online platforms, tools, and resources
- Ability to work effectively in a team environment where flexibility, collaboration, and adaptability are important both internally with other staff and volunteers as well as externally with community partners.

### **SALARY INFORMATION**

- The salary range display below is based on a Full-time 40+ hour a week schedule.
- Salary: Min-**\$45,000** / Mid-**\$47,000** / Max-**\$50,000**
- M -F, Nights and weekends required.
- All applicants must be able to pass a background check to include Texas DPS, Central Registry, Nationwide FBI screening, Employee Misconduct Registry, Credit Check, Motor Vehicle Record Check, and pre-employment Drug Screening.

### **Benefits offered:**

- Holiday Pay
- Professional Association Dues
- Continuing Education
- Skills-based Training
- Certification Support

**No walk ins. Applications will not be taken in person. Send resume and cover letter to [HR@disabilitysa.org](mailto:HR@disabilitysa.org).**

*If you need accommodation, call (210) 704-7262 and we will assist in taking your information over the phone.*

disABILITYsa.org | FiestaEspecial.org | abilitySTRONGparade.org | AccessAbilityfest.org | disABILITYsaCreativeServices.org