

Director of Programs

Helping Individuals Succeed Agency

Detroit, Michigan

Organization Background: Helping Individuals Succeed Agency is an organization that provides training for youth and their families in the areas of life-skills, college and career preparation, literacy, and entrepreneurship. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. **H.I.S.** has been serving youth ages 8-18 since August 2004 and recently incorporated training for adults. We have mentored over 2,000 youth since our inception and our goal is to reach 1,000,000+.

The Position: H.I.S. Agency is currently seeking candidates for the Director of Programs position. General responsibilities include supervision and oversight of all program staff, and the development and monitoring of H.I.S. Agency's programs.

Roles and Responsibilities:

- Responsible for supervision and oversight of all staff and programming at each site.
- Provide leadership and ensure the program implementation in school and community settings, consistent with H.I.S. Agency's vision and philosophy, best practices in the field, and funding (contractual) mandates, as well as programmatic defined objectives and descriptive guidelines.
- Oversees recruitment and provides direct supervision of professional staff involved in the program, including after-school coordinators.
- Oversees all aspects of program implementation, including relationship building with school administrators and coordination of site-based logistics.
- In conjunction with the Fiscal Department, responsible for program budget management.

- In conjunction with Human Resources, facilitates the orientation of all members of H.I.S. Agency's program staff.
- In conjunction with the Quality Assurance Department and program staff, oversees statistics and service records in accordance with agency program and funding source directives for program monitoring and evaluation.
- Must possess excellent relationship building skills and collaborate effectively with agencies, school administrators, instructors, parents and community partners.
- Works closely with Grant Writer, Fundraiser, Program Managers, and the Executive Director in efforts to identify, obtain and maintain funding for the program.
- Develop and implement plans to enhance and expand the program according to service needs and resources of the agency.
- Responsible for assuring all contract and funding related reports are submitted in a timely fashion. Sees that public and private grants are spent according to prescribed guidelines.
- Knowledge of after-school program measurements and outcomes.
- Assure best practices in the field and procedures are implemented and infused in programming.
- Serves as agency representative to task forces, advocacy groups, and community committees concerned with youth development.
- Serves as agency in-house expert on youth development, working with Human Resources to deliver training to staff
- Keeps the Executive Director informed of the impact of the program on clients, host settings, and community relations. Cooperates and

participates with the Executive Director in interpreting to the Board and the community H.I.S. Agency services.

Additional Qualifications:

- Bachelors Degree mandatory and Masters preferred. Clinical work with youth, families and teens preferred.
- Experience managing program budgets.
- Demonstrated competence in verbal, written, organizational and prioritization skills.
- Strong problem solving skills and ability to troubleshoot challenging situations, exhibit a high degree of self-initiative and a proactive member of the team. In addition, team-building skills are critical.
- Must have a commitment to work from a strength-based, youth development perspective.
- Ability to work flexible hours, including some evenings and weekend hours.
- Ability to set and meet deadlines.
- Dependable, conscientious, and detail oriented.
- Knowledge of nonprofit fundraising strategies and techniques.
- Experience with government contracts preferred.
- Conduct appropriate evaluation through suitable means to get feedback from participating youth, the Board of Directors, staff, community partners, sponsors, donors, and volunteers. Summarize and present evaluation results to the Board of Directors as appropriate.

How to Apply:

For consideration for this position, please send letter of interest, resume and writing sample via email to:

employment@hisagency.org NO PHONE CALLS PLEASE

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