The mission of Project Access NOW is to improve the health and well-being of our communities by creating access to care, services and resources for those most in need.

Project Access NOW believes that the staff of an organization should reflect the communities it serves. We also believe our cultural, linguistic and community identities make our organization stronger, smarter and more effective. These identities, whether constructed by social, political or other forces, unite us in working toward a healthy region for everyone. We want to hold ourselves accountable for attracting and retaining a diverse team.

Position Description

Job Title: Director of Programs
Reports to: Executive Director
Hours: Full time, exempt
Salary: $70,000 - $85,000 with fully paid medical, dental, vision, life, disability, and 401K match

Position Summary
The Director of Programs oversees all Project Access NOW programs. This role provides direct supervision and support to PANOW program and project managers and leads strategic program integration, development, and evaluation. This person should be comfortable with using information systems as a reporting and evaluation tool and keep abreast of changes and advancements in the healthcare-IT environment that relate to PANOW programs. The Director of Programs is a liaison to community partners and engages in advocacy and research where appropriate. The Director of Programs works closely with the Executive Director and Director of Finance and Operations to develop and adhere to programmatic budgets, ensure efficiency of programmatic operations and implementation of the organization’s strategic plan. PANOW is committed to work that promotes a diversity, equity, and inclusion (DEI) centered culture and expects the Director of Programs to embody equity leadership and honor shared agreements and organizational culture in both internal and external relationships. This role requires a dynamic, organized and collaborative leader who can motivate teams and be responsive to change.

Principal Duties & Responsibilities

● Provide direct supervision, support and mentoring to 5 program and project managers
● Develop an in depth understanding of operations and funding for PANOW programs
● Lead a team effort to set programmatic goals and priorities based on strategic planning initiatives
● Assist in implementation of growth strategies, including support for contract negotiations, grants, and funding applications
● Provide support in managing relationships and meetings with external partners and funders
● Perform regular reviews of direct reports and identify areas of opportunity for training, promotion and improvement
● Continue work to further program integration, alignment and cohesion
● Work with managers and directors to conduct evaluation of programs to identify ways to improve efficiency and effectiveness
● Makes programmatic recommendations to the Executive Director
● Evaluates employee performance and makes recommendations to human resources
● Foster a management team that acts as a cohesive group with shared vision, individual agency and mutual support
● Attend monthly Board and committee meetings and participate in strategic planning meetings
● Keep apprised of advancements in health care policy as they pertain to PANOW programs and initiatives
● Collaborate with directors and managers to develop, implement, and adhere to programmatic budgets that are within the organization’s means and reflect the shared and agreed upon priorities of the organization
**Qualifications** - We hope to receive applications from candidates with a diverse array of professional backgrounds and experiences. Our ideal candidate will have some or all of the following attributes, experience and skills:

- Experience with and/or understanding of diversity, equity and inclusion
- Knowledge of or experience in the types of communities PANOW serves and supports
- Demonstrated collaborative management and/or leadership that is consistent with an equity centered organization
- BS/BA degree and 5 or more years of non-profit leadership, management, or equivalent experience
- Experience working with and managing staff using information systems and information technology
- Experience managing and collaborating with diverse teams, including development and continuous learning for the team
- Creative, with strong analytical and problem-solving skills
- Experience in non-profit financial management, including operating a program to a budget
- Strong and clear communication skills, both verbal and written
- Ability to prioritize multiple tasks and meet deadlines
- High level of organizational skills
- Familiarity with community support systems, health care and human services resources
- Ability to analyze processes and determine opportunities for strategic and operational improvement
- Valid Oregon driver’s license and proof of insurance required
- Bilingual and multicultural candidates are strongly encouraged to apply

**Additional information**

- Please respond to supplemental questions found on our website - [www.projectaccessnow.org](http://www.projectaccessnow.org) - and submit along with your resume and cover letter
- This position requires frequent use of laptop and telephone
- The current office space has no ADA access and it is necessary to be able to climb stairs

Please submit resume and cover letter to [jobs@projectaccessnow.org](mailto:jobs@projectaccessnow.org)

Project Access NOW recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender, sexual orientation, or religious affiliation.