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

Position Description

Job Title: Director of Programs
Reports to: Executive Director
Hours: 40 hours per week / Full Time, Exempt
Salary: $80,000 – $95,000/annually. DOE
Benefits: Medical, dental, vision, life and short-term disability insurance, FSA, 401k retirement plan with 3% match

Position Summary

The Director of Programs reports to and partners closely with the Executive Director to achieve Project Access NOW’s organizational mission and vision. As a member of the Executive Team, the Director of Program coordinates inter/intra-departmental staff communication and fosters a vibrant and healthy internal workplace culture. This position leads organizational effectiveness by providing direct supervision and support to PANOW program and project managers and leads strategic program integration, development, and evaluation. 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 Team 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

Program leadership
- Supports and facilitates the implementation of Project Access NOW’s strategic plan, in partnership with the Executive Director, to align funding streams for sustainability and growth;
- Develops and facilitates successful completion of departmental processes for aligning, coordinating, and integrating work priorities and plans that are aligned with Project Access NOW’s strategic plan and existing resources;
- Works closely with direct reports to develop and successfully implement evaluation and data collection mechanisms for each program, and shares efforts and key results with stakeholders;
- Provide leadership, supervision, and performance evaluation to a team of management-level direct reports (7 managers) including recruiting, leading, and supporting program staff;
- In partnership with the Director of Finance and Operations and Executive Director, assists with the development of a grant funding strategy to support current grant programs and new funding relationships;
- Partners with Program managers to develop data collection and evaluation needs for grant and contract deliverables and internal decision making;
- Leads the continuing development and implementation of data collection and tracking systems across programs; analyze data and produce reports to provide insight to internal and external stakeholders on Project Access NOW impact;
- In partnership with Executive Team, reviews, analyzes, develops, and implements Plans, Policies and Procedures, including Standard Operating Procedures covering Finance and general operations.
- Ensures that project and program deliverables are on time and on or under budget.
- In partnership with the Executive Director, builds and maintains partnerships with key stakeholders to advance Project Access NOW mission and strategic priorities.

Operations
- Communicate organization goals and operational plans to all levels of the organization and stakeholders as needed;
- In partnership with Executive Team, reviews, analyzes, develops, and implements Plans, Policies and Procedures, including Standard Operating Procedures covering Finance and general operations.
- With leadership, contributes to the development, management, and evaluation of annual internal organizational goals to help Project Access NOW continue to grow internal operations and systems capacity.
- Other Duties as Assigned

Essential Strategic & Leadership Responsibilities
- Works with the Executive Director to execute upon vision and strategy, with internal perspective.
- Supervises 7 staff, with an emphasis on supporting team collaboration and individual mentorship and success;
• Serves as a member of the Project Access NOW Executive Team;
• Participates in and presents at Board of Director and Board Committee meetings as appropriate

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 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, and 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

Essential Abilities
• Effective supervisory and people skills with an ability to establish and maintain effective working relationships with a wide variety of people
• Creative with strong analytical and problem-solving skills
• Enhanced attention to detail
• High level of organizational and strategic thinking skills
• Excellent written and oral communication skills
• Ability to work independently
• Ability to prioritize tasks and manage multiple projects simultaneously
• Must be able to occasionally work on evenings and weekends
• Must be able to handle working in a fast pace environment
• Ability to adapt to diverse work settings
• Adequate hearing/vision/speech/mobility attributes to ensure performance of required office responsibilities

Working Conditions
• Office space with stairs (no ADA access)
• Ability to lift 10-20 lbs.
• Frequent use of keyboard, monitor, mouse, telephone and/or headset
• Temporarily working remotely and in the office

About Us

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 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. 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.

How to Apply:

Visit our website at www.projectaccessnow.org. Respond to the DEI questions found under our Hiring Process. Submit your response along with a resume and cover letter to: jobs@projectaccessnow.org