JOB DESCRIPTION

Position Title	HRS Anticipated	Reports to
Program Director	**20 hrs per week.** **Hours will increase as program size increases** **Mon-Thu 9-3** *Occasional evenings and weekends as needed.*	Lancaster Executive Staff
Employment Status	FLSA Status	Submission Deadline/Contact
☐ Temporary ☐ Full-Time ☒ Part-Time	☒ Non-Exempt ☐ Exempt	2/5/17 Email Resume and Cover Letter to: operations@powerpacksproject.org

Position Summary

The Program Director will oversee the coordination and administration of all aspects of Power Packs program to ensure program objectives are met. Responsible for budgeting and community outreach. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.

Power Packs Project (PPP) is seeking a highly motivated and independent Program Director for the ***start up*** of its regional program in Lebanon. **The Program Director** will serve to manage and grow the Power Packs program in the region and is responsible for the financial performance and viability of programs. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the executive staff at Power Packs Headquarters.

Primary Duties and Responsibilities

The Program Manager performs a wide range of duties including some or all of the following:

Program Management

- Plan the delivery of the program and its activities in accordance with the mission and the goals of Power Packs
- Develop new initiatives to support the strategic direction of the local program
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Work with HQ to develop an annual budget and operating plan to support the program
- Submit monthly report to HQ to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services
- Ensure that program activities operate within the policies and procedures of Power Packs

Community Support

- Work with Power Packs' HQ and volunteers for appropriate program activities using established volunteer management practices
- Actively engage and energize Power Packs' volunteers, board members, event committees, alumni, partnering organizations, and funders to grow program.

Lead the program

- Ensure all staff and partners receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff and volunteers by providing direction, input and feedback
- Communicate with prospective donors and other supporters to gain community support for the program and to solicit funding for the program
- Expand local revenue generating and fundraising activities to support local program operations and regional expansion.
- Deepen and refine all aspects of communications—from web presence
- Use external presence and relationships to garner new opportunities
- Identifies, researches, screens, cultivates, solicits, and stewards individual prospects.
- Schedules, develops, and executes campaign schedules, end of year appeal, direct mail campaigns, newsletters, email blasts, and other communication and marketing materials

Quality Control /Budget Management

- Write reports on the program for management and for funders
- Communicate with funders as outlined in funding agreements
- Ensure that the program operate within the approved budget
- Monitor and approve all budgeted program expenditures
- Monitor cash flow projections and report actual cash flow and variance to HQ on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the program are up to date
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to HQ according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the HQ and recommend changes to enhance the program, as appropriate

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Bachelor's degree required. Minimum three years professional leadership experience preferred.

- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Power Pack Project's strategic future to staff, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to oversee and collaborate with and motivate staff and other volunteers
- Strong written and oral communication skills
- Experience managing and working with volunteers
- Ability to interface and engage donor groups
- Strong public speaking ability
- Effective verbal and written communication skills.
- Time management and prioritization required.
- Strong computer skills with knowledge in Microsoft Office, Excel.
- Interpersonal and relational skills, as well as, demonstrating sensitivity to people of varied economic and cultural backgrounds
- Detail oriented and accurate

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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