

NOW HIRING

Director of Programs (Remote)

ABOUT COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH (CCPH)

Established in 1997, CCPH is a nonprofit membership organization promoting health equity and social justice through community partnerships and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray, and play. We collaborate with partners whose mission aligns with our vision. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure that the reality of community engagement and partnership matches the rhetoric.

Join our team of dedicated professionals applying their expertise and creativity to advance health equity and social justice through partnerships.

ABOUT THE POSITION

The Director of Programs will be the key external face of CCPH in the community. Reporting to the executive director (ED), the Director of Programs will be responsible for the programmatic success of CCPH ensuring seamless team management and development, program delivery, and quality control and evaluation. In this newly established role, the Director of Programs will have direct oversight responsibility for five mid-management staff members who manage a range of federal and foundation-funded subcontracts.

Additionally, the Director of Programs is responsible for developing, implementing, and managing the program aspects of the annual budget in conjunction with the Executive Director and finance team.

QUALIFICATIONS AND SKILLS

- Demonstrated success in developing and evaluating program models, and selecting and successfully operationalizing innovative programs.
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging community partners, and partnering with a CEO and board of directors.
- Personal qualities of integrity, credibility, and a commitment to and passion for CCPH's mission.

RESPONSIBILITIES

Leadership

- Develop new and cultivate existing relationships with all organizational partners to ensure community needs and voices are centered in the work and all have access to services.
- Develop and implement strategies to maximize the synergies in program areas, such as a cross-project learning hub that allows one project's team learnings to be shared and implemented in a related project.
- Ensure that all program activities operate consistently and ethically within the mission & values of CCPH.
- Ensure the continued financial viability of CCPH's program/service units through sound fiscal management by developing program budgets and managing project budget revisions.
- Provide programmatic leadership and input for all strategic planning processes with the Executive Director and other leadership staff.

Team Management and Development

- Develop and implement a system to evaluate the skill, experience, and professional development needs of research/community engagement technical staff.
- Implement a professional development program to address employee experience and skill gaps, which could include technical training, guidance materials, and advanced peer mentoring.
- Work with staff to develop objective performance measurements across all programs and projects to ensure consistent, high-quality evaluation and goal setting for all employees.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organizational performance standards.
- Recruit, hire, and oversee training and orientation of program and project team members.

This job description is not intended to be all-inclusive. The Director of Programs will also perform other related duties as assigned. CCPH reserves the right to revise job duties and responsibilities as the need arises.

EXPERIENCE AND EDUCATION

Minimum of a bachelor's degree in a related field; master's degree preferred. At least ten years of professional experience overall, with minimum experience and education.

SALARY AND BENEFITS

Competitive salary commensurate with experience and education. Medical benefits and paid leave are also provided (e.g., health insurance, dental coverage, and life insurance). This is a full-time position.

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