



Lost-N-Found Youth Job Description

Job title: Director of Programs	
Work Location: 2585 Chantilly Drive NE	
Division/Department: Client Services	
Reports to: Board of Directors	
Compensation: Salary commensurate w/experience, 2 weeks paid time off, Medical benefits	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<p>Essential Duties and Responsibilities:</p> <p>The Director of Programs is a senior manager for Lost-n-found Youth, Inc and reports directly to the Board of Directors. The Director of Programs is responsible for the oversight and execution of the organization’s client services, critical to achieving the organization’s missions. The ideal candidate is able to influence and inspire, create and maintain a corporate culture built on respect and accountability with a focus on the organization’s Mission. Excellent communication skills and a holistic approach to organizational management and oversight will be key to success. Key duties include management and oversight of the organization’s client support, emergency services and transitional housing. The Director of Programs would also oversee the Hotline and Outreach programs.</p> <p>GENERAL RESPONSIBILITIES: Works with Board and staff to ensure that the mission is fulfilled.</p> <ul style="list-style-type: none"> ○ Develops program planning, development, monitoring and evaluation systems ○ Develops Evaluation plan to include process, and outcome evaluation of all LNFY programs ○ Develops and leads client centered and responsive Case management program consistent with the Case Management Society of America’s Standards of Service ○ Responsible for the successful operation of LNFY client programs. Collecting and maintaining client data to ensure mission fulfillment. ○ Responsible for strategic planning to ensure that LNFY can successfully fulfill its Mission into the future. ○ Anticipates future client needs and develops add-on services to meet those needs. ○ Responsible for the fiscal integrity of LNFY, to include submission to the Board of a proposed annual budget for areas of responsibility, including month to month and year over year comparisons. ○ Responsible for the fiscal integrity of LNFY, to include submission to the Board of a proposed annual budget for areas of responsibility, including month to month and year over year comparisons. ○ Responsible for the enhancement of LNFY’s image by being active and visible in the community and by working closely with other professional, civic and private organizations. ○ Responsible for the hiring and retention of competent, qualified program staff and ensuring sure that appropriate training is available for all related staff and volunteers on a regular basis. 	
<p>Education and/or Work Experience Requirements:</p> <ul style="list-style-type: none"> ○ Passion for the Mission of LNFY ○ A bachelor’s degree or higher, social services and business management preferred ○ Transparent and high integrity leadership ○ Five or more years senior nonprofit management experience ○ Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting ○ Strong organizational abilities including planning, delegating, program development, project management, and task facilitation ○ Ability to convey a vision of LNFY’s strategic future to staff, board, volunteers and donors ○ Knowledge of fundraising strategies and donor relations unique to nonprofit sector ○ Skills to collaborate with and motivate staff and volunteers ○ Strong written and oral communication skills 	

- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to work collaboratively with other department leadership
- Strong public speaking ability

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to work late nights and weekends as required

Lost n Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expression national origin, age, disability or genetics. In addition to federal law requirements. Lost n Found Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Print Employee Name:

Employee signature:

Date: