

New York State Community Action Association

Job Description

Position: Program Director

The New York State Community Action Association (NYSCAA) is the membership association for Community Action Agencies (CAAs) in the state and provides information, professional development, and technical assistance to enhance the capacity of the CAAs to serve as effective, responsive community resources. Forty-eight CAAs are located across the State. Learn more at www.nyscommunityaction.org.

Position overview: As a senior management team member, this position is responsible for daily oversight of administrative and program operations, program planning, grant and contract management, program management and oversight, and assisting with budget planning and management.

These responsibilities include ensuring contract compliance and deliverables, coordinating training and special events in conjunction with the Grant Manager, developing new and continuing grant applications, and designing and presenting training and technical assistance programs. The Director may also be engaged in membership development, support, and organizational advocacy activities. This senior position offers an opportunity to have a large impact on the Association's activities and support the Community Action network in NY State.

Responsibilities:

- Monitors the performance of all contracts, determines deadlines for completion of all tasks, compiles funder-required reports, keeps CEO informed of progress;
- Develops and presents professional training and technical assistance programs;
- Assists with development of continuing and new grant applications;
- Assists with agency and program budget planning and management;
- Responsible for coordinating professional development opportunities/trainings and other events in conjunction with the Grant Manager;
- Responsible for editing of public relations/communications materials, including the agency e-newsletter, reports, event promotional materials, etc.;
- Assists the CEO with advocacy activities and member support as needed; and
- Other duties as assigned by CEO to enhance the capacity of the association and its members.

Skills and Qualifications:

- Master's Degree in human services, public administration, business administration preferred --OR-- Bachelor's Degree with sufficient related nonprofit experience
- At least four years' experience with grant management, coordination, and grant reporting

- Training and/or teaching experience
- Experience in non-profit planning and organizational development
- Ability to work independently and/or as part of a team
- Attention to detail
- Excellent written and verbal communication skills
- Project Management Skills
- Excellent Organizational Skills
- Exceptional Communication Skills

Classification: Exempt

Salary: Competitive Salary and Benefits

Travel: This position is expected to travel throughout the state to attend Association events and to conduct trainings.