



## Job Description

Director of Programs

Responsible to

Executive Director

### Summary of primary job functions

The Director of Programs supports the Executive Director in ensuring the organization's consistent achievement of its mission and organizational objectives. This position is responsible for providing guidance and direction to ensure the efficient management and effective operation of the DMSCC. The Director of Programs will exercise leadership with Program Managers, present programs for approval, and ensure the implementation of all DMSCC programming in addition to providing direction and support to staff members. The Director of Programs will assist the Executive Director in the preparation and review of annual budgets and will assume the responsibilities of the Executive Director when designated "Acting Executive Director" by the Executive Director or the Executive Committee of the Board of Directors.

## Duties and responsibilities

### General

- Assist the Executive Director and Program Managers in planning, organizing, coordinating and implementing various operational and administrative programs.
- Supervise, direct and evaluate the activities of Program Managers and other staff members as directed by the Executive Director, and coordinate programs as assigned.
- Assess the DMSCC needs for staff and volunteers and assist in their recruitment, hiring and orientation.
- Ensure that the Executive Director is kept up-to-date on developments in the DMSCC and all of its programs.
- Assist in developing an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Work with the management team to design, deliver, and evaluate innovative programs and services.
- Ensure that all clients of the DMSCC receive the care and support as directed by the Organization's Vision, Mission, and Core Values.
- Explore potential partnerships or areas for collaboration with other community agencies; carefully maintaining positive working relationships in the community.
- Perform other duties and special projects as directed by the Executive Director.
- Serve as the Acting Executive Director in the absence of the Executive Director.



#### Administration

- Prepare reports and recommendations as directed by the Executive Director.
- Assess and make recommendations for programs of the DMSCC.
- Assess and make recommendations for Policies and Procedures of the DMSCC.
- Develop procedures and manuals for programs of the DMSCC as required.
- Assist in developing, maintaining and updating job descriptions and interview questions pertinent to the organization.
- Determine staff training and/or equipment needs and make recommendations to the Executive Director.

#### Financial

- Assist in preparation of the proposed budgets for Board approval.
- Responsible for budget compliance by overseeing spending in each program. Coordinate the preparation of annual budgets for Program Managers and ensures the accuracy, integrity and timeliness of financial reports.

#### Qualifications

- Degree in relevant Human Services Field. Registration if required.
- 5 years of supervisory experience and a minimum of 3 years' experience in an emergency shelter or crisis intervention agency.
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships.
- Strong written and verbal communication skills, and computer skills.
- Extensive experience in program development/delivery.
- Effective leadership skills, with a strong focus on mentoring and motivating an employee base of professionals.
- Knowledge of personnel policies, practices, and procedures.
- Clear Criminal Record Check and Child Welfare Check.
- Valid Class 5 driver's license free from restrictions.