



Children and Family Urban Movement Director of Programs Job Description

The mission of Children and Family Urban Movement is to create a community to support the potential of children youth, and families through educational success, healthy living , and community engagement.

Job Title:	Director of Programs
Reports to:	Executive Director
Supervises:	Program Manager for K-5 Programs and Gender Specific Program Coordinators for 6-12 programs
FLSA Status:	Full Time Exempt
Salary:	Commensurate with experience

Primary Purpose and Function:

Advance the mission of CFUM through K-12 programs. The Director of Programs has overall responsibility to plan, develop, and oversee the administration, implementation, monitoring, and evaluation of all CFUM K-12 programs. The Director will work closely with program managers and staff to ensure consistent, excellent quality and positive, strategic impact across programs.

Reasonable Accommodation

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Duties and Responsibilities

- In collaboration with program staff, ensure evidence-based program design and implementation is in accordance with the CFUM mission, values, and core program elements; and acknowledges community assets and addresses community needs in a manner that is consistent with best practice.
- Recruit, select, train, and evaluate staff members. Provide overall supervision and counsel for programming staff.
- Ensure staff engagement, support, and development including regularly scheduled staff meetings, one-on-one meetings with staff directly reporting to the DOP, and assuring the implementation of CFUM programming goals and strategies.
- Establish, develop, and maintain relationships with partner schools and community organizations
- Manage program-related grants, including compliance with grant requirements, reporting, and evaluation.

- Monitor financial resources and manage program budgets.
- Integration of CFUM programs with overall CFUM operations in the areas of:
 - Volunteer recruitment, management, and support
 - Communication, both internal and external
 - Resource development and management
 - Evaluation and strategic planning

Specific Experience/Knowledge/Skills Required:

- Degree in education or management from an accredited institution
- Knowledge of child and youth development theory and best practice
- Experience supervising program design, development, and implementation
- Experience managing education professionals
- Experience in implementing outcomes measurement systems
- Experience working in nonprofit organization preferred
- Excellent communication skills—both oral and written
- Outstanding organizational skills and the ability to meet deadlines
- Self-motivated and resourceful
- Ability to manage sensitive and confidential information with integrity
- Capacity to function both independently and as an engaged team member
- Proficiency in Microsoft Office applications, Outlook, and database management.

Physical Requirements

Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc. Typically, the employee may sit comfortably to perform the work. However, there will be walking, standing, bending, carrying of light items such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.

HOW TO APPLY:

Submit a cover letter and resume to:
 Children and Family Urban Movement
 Attn: Carmen Lampe Zeitler
 P.O. Box 41125
 Des Moines, IA 50311

Or email to:
carmen@cfum.org

CFUM is an Equal Opportunity Employer. Employment is based solely upon an individual's merit and qualifications directly related to the position. We do not discriminate on the basis of race, color, religion, national origin, ancestry, pregnancy status, sex, age, marital status, disability, medical condition, sexual orientation, gender identity, protected veteran or any other characteristics protected by law. We make all reasonable accommodations to meet the obligations set forth under the Americans with Disabilities Act (ADA) and state disability laws.