

Job Description

Senior Director of Programs

Title: Senior Director of Programs
Department: Programs
Reports to: Executive Director
Job Classification: Full Time, Permanent, Regular, Management, Salaried, Non- Exempt

1. Supervision and Direction Position Receives

Employee performs duties within established policy guidelines, goals and objectives, and has primary responsibilities for management of an area of work. Only the results of work accomplished are typically reviewed – except during the development stages of new programs or approaches. The employee establishes operational procedures, as needed within her area of responsibility by recommending new operational procedures as needed for approval by Executive Director. Alternatively, the employee will work collaboratively with the Executive Director to establish needed operational procedures.

2. General Summary & Competencies

The Senior Director of Programs is responsible for the development, planning, implementation, management, supervision, and evaluation of the YWCA's continuum of services including housing, early learning, employability, life skills, newcomers, sexual exploitation, and community development. The Director is responsible for securing funding, ensuring compliance with all funding agreements, legislation and regulations, and managing risk. As a senior member of the senior management team, the Director participates in strategic planning, budgeting, and problem solving. The Director must possess sharp analytical and superior decision making skills. The Director is a solution focused and collaborative leader who builds cohesion, ensures compliance with the YWCA policies and procedures, and is passionate about the mission, vision, and values of the organization.

3. Qualifications and Experience

- Undergraduate degree in related field and five years' experience or equivalent combination of education and experience in a senior management position.
- Demonstrated understanding of program management and evaluation in an outcomes based framework.
- Effective supervisory and interpersonal skills and strong administrative skills.

- Strong organizational skills, advocacy skills, and an ability to work independently and in a team environment.
- High level of computer literacy and demonstrates financial skills in managing program budgets.
- Knowledge and interest in community development strategies from an intersectional feminist theoretical perspective.
- Deep and demonstrated commitment to equity and inclusion and the implementation of these core organizational principles.
- Ability to train, supervise and motivate program leaders.
- Demonstrates knowledge and experience related to working in a non-profit organization.
- Ability to maintain collaborative partnerships both internal and external to the organization.

4. Essential Duties of Position:

Staff Supervision

- Recruit staff: Including development of job ads, posting ads and developing job descriptions.
- Review applications, interview candidates, contact references, negotiate and make the offer.
- Ensures all staff members within department understand and are in compliance with organizational procedures and policies.
- Ensures all staff members receive orientation and training in accordance with organizational standards.
- Provide staff with opportunities for professional and personal development.
- Providing ongoing regular support and supervision including risk management.
- Support staff in transitioning out or to another position in the organization.
- Ensure all Managers are meeting deadlines and providing proper support to their staff.
- Supervise staff by providing direction, input and feedback.
- Assist Managers with HR concerns as they arise.
- Ensure Managers are following all regulations and guidelines as set out by governing bodies for their particular area of work.
- Complete annual performance evaluations with all Managers and ensure they are providing same opportunity for their staff
- Support YWCA Human Resources system as it relates to payroll and benefits administration

Program Planning:

- Ensures the planning, implementation, and evaluation of YWCA Halifax's continuum of services and programs in accordance with the mission, goals, strategic direction, and guiding principles of the YWCA.

- Develops new initiatives, programs, and services to support the strategic directions of the YWCA.
- Develops and implements long-term plans, goals, annual budgets and operating plans to support programs and projects.
- Ensures high quality of programs: implements a program evaluation framework to assess the strengths of the program and to identify and assess areas for improvement.
- Ensures integration of programs and services within the program department and throughout the YWCA service continuum.

Leadership:

- Serve as a member of the YWCA Halifax Senior Management Team.
- Provide coverage for Executive Director when she is not available.
- Regularly lead staff meetings.
- Serve on community / sector task forces and committees as a YWCA representative.
- Support partnerships and extension work within the YWCA movement.
- Participate in YWCA and community based advocacy activities that are consistent with the YWCA policies and mission.
- Support fund development activities as needed.
- Co-lead government relations to provide information and support partnership building.
- Lead and support the engagement of community members in supporting outcome of YWCA's programs.
- Awareness of and responds to risks, including those related to Human Resource management, participant outcomes, financial, and protection of the organization's integrity.
- Identify and pursue opportunities for personal and professional development.
- Lead the identification, development, and submission of funding proposals, working closely with the Executive Director and other key staff.
- Other duties as delegated by the Executive Director.

Program Management:

- Ensures that program activities operate within the policies and procedures of the YWCA, and ensures the development and implementation of appropriate operation procedures
- Ensures that program activities comply with all relevant legislation and insurance coverage.
- Develops and implements appropriate systems to ensure monitoring of program activities and compliance with funding agreement budgets, work schedules and outcomes.
- Maintains appropriate program record-keeping in accordance with YWCA policies and procedures, and confidentiality/privacy policies.
- Provides regular program reports as requested by Executive Director.
- Identify and evaluate the risks associated with the program activities and take appropriate action to control risk.

Financial Management:

- Provide input and assist with preparation of YWCA Halifax annual budget.
- Monitor and support preparation of all program budgets for funders and the finance department and ensure they are prepared, managed and remitted according to signed agreements.
- Monitor and approve all budgeted program expenditures in accordance with financial policies.
- Ensure all financial documents are prepared correctly and submitted to finance department according to set timelines.
- Review for accuracy and co-sign all agency cheques.
- Ensure program activities operate within the approved budget.
- Monitor program budgets for slippage and overspending and provide support to staff for course correction.
- Ensure all financial reports are accurate and submitted in accordance with deadlines.
- Ensures the program operates within the approved YWCA's financial policies and procedures, including purchase order and billing procedures.
- Provides regular financial reports as required by Executive Director, which may include variance reporting, cash flow projections, income statement review, and updating budget projections.
- Ensures effective management of all financial and billing records.

5. Special conditions of employment:

Must have completed Red Cross First Aid and CPR training, and a Police Security Check and Child Abuse Registry.