

Job Title	Program Director
Employer/ Agency	Humble Area Assistance Ministries
Job Description	<p>The Program Director is responsible for the implementation, management, supervision and evaluation of all the organization's programs in accordance with standards set out by the organization. As a member of the management team, the director of programs participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. Duties and responsibilities:</p> <p>To be responsible for all facets of programming and service development and delivery, from proposal writing (in conjunction with the fund developer), through planning, budgeting, implementation, evaluation and report writing; To ensure consistency of quality, accountability and high standards in all programs and services - both client support and education. This includes providing training for staff and developing procedures, models and comprehensive frameworks of delivery; To maintain appropriate fiscal controls to ensure all programs are within the scope of the annual budget; To maintain accurate and complete statistical records for all programs and services on the agency database, providing funders with comprehensive details on programs offered; To ensure consistent and meaningful evaluation of all programs and services is carried out in order to assess their impact and success and to make needed changes and improvements as indicated; To guide development of new programs, in consultation with the Executive Director and other members of the senior management team; To be responsible for all facets of grant management for both local grants as well as federal and state.</p>
Qualifications	<p>Master's degree in Social Work or a related field required, LMSW OR LCSW preferred; 3 – 5 years of solid program management expertise to include staff supervision, program development and administration, and budget preparation and implementation; Achievement in executing challenging grants to include homeless issues, community needs and other special type program grants; Three years of experience accessing and reviewing existing programs and recommending additional programs that are consistent with an agency mission and vision; Capable of representing agency to other potential partners and directors; Solid experience working in a team environment that is dynamic, responsive and goals focused.</p>
Salary/Hours	Negotiable.
Employer/Agency	Humble Area Assistance Ministries
Address	1302 First Street
City, State, Zip	Humble, TX 77338
Contact Person	Tiffany Wyatt
Contact Title	Development Director
Telephone Number	281-446-3663
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Email Address	twyatt@haaministries.org
Application Method	Email Tiffany Wyatt at twyatt@haaministries.org
Opening Date	Immediately

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