

Habitat for Humanity of Iowa
July 1, 2019

Open Position - Job Title: Program Director

Direct Supervisor: Executive Director

Purpose: The Program Director will lead program implementation and execution to ensure all stakeholders have an exceptional experience. The Program Director will administer the AmeriCorps State and VISTA grant programs, including supervising program staff and assisting the Habitat Iowa team in reaching its strategic goals. Additional components to the Program Director's responsibilities will be disaster response coordination.

Time Commitment: This is a full time, salaried position that may include some evening and weekends. Travel is expected to be less than 15%, mostly in state.

Location: 5191 Maple Dr., Ste. L, Pleasant Hill, IA 50327

Qualifications: Bachelor's Degree or equivalent experience required. Direct experience with National Service program administration is highly preferred and will be viewed as the highest priority in hiring this position. Other federal and state grant administration will be considered if applicant has no direct National Service experience. Applicant must show good leadership skills, preferably have experience in direct supervision or leading a team of individuals.

Basic computer skills are required. Applicant must have a sound understanding of program finances and following budgets. Applicant must be results driven with the ability to balance multiple tasks at once while still meeting strict program deadlines. Applicant must have sound administrative and organizational skills with well-developed interpersonal skills - the ability to get along with diverse populations. Applicant must be capable of working independently, providing guidance to others on the team and be able to research answers to unknown questions.

Duties:

AmeriCorps Program Director (85%)

- Grant Management and Oversight of the AmeriCorps State and VISTA programs:
 - Has title of AmeriCorps Program Director and works closely with the Iowa Commission on Volunteer Service and the Corporation for National and Community Service to carry out the requirements of the grants.
 - Review and adhere to federal regulations, policy updates, state laws and AmeriCorps administrative requirements to ensure policies and procedures are properly carried out and that all grant requirements are met. Revise policies and procedures as needed to meet this requirement.
 - Assists in the writing of the grant applications.
- Host Sites & Member Management:
 - Develop a relationship with Host Sites and find strategies to expand Host Sites. Markets and communicates the program to Habitat affiliates across the state. Ensure host site (and site supervisor) accountability.
 - Work closely with the host sites to ensure high quality member recruitment, hiring process, enrollment, member evaluations, member time-keeping, and other areas as it relates to member service.
 - Provide training to host sites and members as required by the grant.
- Budgeting:
 - Works closely with the Executive Director and Operations Manager on the management of the AmeriCorps budget.
- Performance Measures:
 - Track AmeriCorps program goals and gather information from host sites as required by the grant. Ensures timely data collection to ensure program goals remain on target.
- Continuous Improvement:
 - Focus on continuous improvement/evaluation of the program in all areas such as, but not limited to, member and host site experiences, data collection, budget, etc...
- Direct Supervision of AmeriCorps program team.
 - Hold meaningful team meetings to ensure all team members are educated and connected to the program.
 - Set team member expectations, individual team member goals. Perform team member evaluations.

Disaster Response Coordination (10%)

- Work closely with state agencies to identify disaster needs across the state.
- Help develop disaster response plans for Habitat Iowa and Habitat affiliates, coordinating with Habitat for Humanity International.
- Co-chair the Iowa Habitat Disaster Response Committee with the Outreach Coordinator
- Participate on external disaster committees with the state VOAD (voluntary organizations active in disasters) and/or others identified.

All other duties as assigned (5%)

Salary: Starting at \$45,000; may increase depending on experience

Benefits: Paid time off, \$400 per month benefits allowance in place of health benefits, 3% match in an IRA

To apply: Email a letter and resume to Lisa Houser at lhouser@iowahabitat.org with the subject line **Program Director**. Applications will be accepted until the position is full.