

Director of Programs

At Opportunity Junction, we believe that everyone who works hard deserves the opportunity to succeed. We have four programs serving motivated Contra Costa County job-seekers with addressable barriers to employment:

The Administrative Careers Training (ACT): Prepares participants for administrative careers by combining computer training with life skills, case management, paid work experience, mental health services, career skills, job placement, and alumni services.
The Healthcare Career Pathway (HCP): A partnership with Mount Diablo Adult Education and Empowered Aging, starts with certified nursing assistant training and provides career advancement coaching to alumni.

Career Counseling and Placement Assistance (CCPA): Provides individualized career development, case management, and job placement services in Bay Point, as part of SparkPoint Contra Costa, and in our Antioch office.

Technology Center: Offered remotely for all, the Tech Center provides free online classes in computer basics and English as a Second Language.

Position Summary: The Director of Programs position is a critical executive role that provides leadership and direction on all matters related to programming, including the analysis of needs and opportunities, allocation of available funding, implementation of service delivery, and evaluation of impact.

The Director of Programs wears many hats at Opportunity Junction and reports to the President & CEO. This role manages the Program Managers and Business Services Manager and are accountable to support the professional development and growth of their team.

Responsibilities

- **Executive Management and Talent Development:**
 - Provide inspirational leadership and direction to the Program team and support an organizational culture that reflects the values of excellence, integrity, relationship, and inclusion;
 - Ensure that team members receive the training/onboarding and professional development needed to do their jobs; and
 - Establish effective decision-making processes that will enable the Program team to achieve its long- and short-term goals and objectives.
- **Program Development:**
 - Provide direction for our program goals and objectives and ensure we are implementing appropriate methods for evaluating, measuring and communicating results;

- Ensure programs are running effectively and work with Program Managers to troubleshoot programs as needed;
- Evaluate the effectiveness of services and provide recommendations for any relevant ways to improve them;
- Responsible for resource mobilization to start, maintain and/or expand programs; and
- Work with CEO and Board Members as needed to assure program goals are met or exceeded.
- **Community Relations and External Affairs:**
 - Build and maintain relationships with community partners to support the development and growth of programs; and
 - Liaise with funders and support grant reporting as needed.

Necessary Competencies

- Cross-cultural sensitivity: Ability to work with people from diverse cultural
- Develops Talent – Developing people to meet both their career goals and the organization’s goals;
- Drives Vision & Purpose – Painting a compelling picture of the vision and strategy that motivates others to action;
- Ensures Accountability– Holding self and others accountable to meet commitments;
- Cultivates Innovation – Creating new and better ways for the organization to be successful;
- Plans & Aligns – Planning and prioritizing work to meet commitments aligned with organizational goals; and
- Manages Ambiguity – Operating effectively, even when things are not certain, or the way forward is not clear.

Required Qualifications

- Nonprofit management experience and a demonstrated ability to develop and implement programming.
- Analytic skills with an ability to interpret and synthesize large amounts of data.
- Outstanding project management skills.
- Strong commitment to the professional development of staff and a successful track record of recruiting and retaining a diverse team.
- Financial acumen with experience overseeing and supporting program budgets.
- Ability to get into the details as needed while keeping the big picture in mind.

- Outstanding communication skills, including the ability to represent the organization externally as needed.
- Savvy user of technology including Microsoft office and Salesforce, and office hardware and software.
- Awareness and understanding of the environment and context in which Opportunity Junction's participants live and work, the challenges they face, and best practices in responsive programming and service provision.
- Excellent management skills that encourage creativity, collaboration, growth and problem solving.

This position is full-time and is eligible for benefits, which include 16 days of holidays along with a starting PTO accrual of 21 days per year. The compensation range is \$95,000-\$125,000.

Applications will be accepted by email only, addressed to VP of Administration Melinda Johnson (melinda@opportunityjunction.org) and should include a resume and a cover letter.