

PROGRAM DIRECTOR

As a visionary leader, the Program Director is responsible for all facets of the program. The position has overall operational and managerial responsibility in overseeing the contract's planning period and implementation processes. The Program Director is responsible for direct program management, implementation, performance management, and continuous quality improvement (CQI) of the project.

Essential Functions

- Plan, direct, and coordinate program activities to ensure that goals, objectives, and funding requirements are met within the required time frame and parameters
- Review the funding opportunity and program application to determine the time frame, funding limitations, procedures, staffing requirements, and allotment of available resources to various phases of the program
- Attend annual meetings and ensure other key staff members attend
- Oversee preparation of all required reporting and submit reports on time
- Develop and implement a system to evaluate all staff members' skill, experience, and professional development needs
- Instill a sense of pride and accountability among team members by modeling oversight of individual and program performance standards
- Ensure the success of the WRO Employment Center by collaborating with local leaders and managing site logistics, staff, outputs, and outcomes
- Build strong local relationships with local Oklahoma Human Services (OHS) staff, community providers, and partners by serving as outreach lead
- Foster a culture of hope among employees, partners, and participants
- Build a network of employers who understand the value of WRO services in supporting a range of business objectives for Oklahoma employers
- Oversee project operations, employer relationships, data management, and the completion of OHS and WRO Center goals within budget
- Participate in WRO statewide and Training and Technical Assistance (TTA) activities as required by OHS and ensure fidelity to the WRO Program Model

Minimum Qualifications (Education and Experience)

- Bachelor's degree (master's preferred) in business administration, public administration, organizational leadership, social work, or a related field
- At least five years' experience in a management role implementing data-driven solutions
- Experience developing and evaluating program models and successfully implementing innovative programs
- Experience managing paid and voluntary staff members, including recruiting, hiring, termination, and team development
- A combination of equivalent education and work experience may be substituted for the above requirements

Knowledge, Skills, and Abilities

- Knowledge of the demand-driven approach to employment services, job development strategies, and labor market trends in a range of occupational fields
- Strong organizational, problem-solving, and decision-making skills; accuracy; and attention to detail
- Strong written and verbal communication skills and ability to share information in a compelling manner
- Ability to devise short- and long-term plans and implement them
- Expertise in project management and budgeting
- Self-motivation, with an attitude toward work that is resourceful and innovative
- Long-term commitment to and passion for the program's work and mission
- Strong performance-based project management skills that result in measurable successes, CQI implementation, and program growth
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility and performance