

MEND | Meet Each Need with Dignity

10641 N San Fernando Road

Pacoima, CA 91331

Phone | 818.896.0246

www.MendPoverty.Org



POSITION TITLE: Managing Director of Program Strategy

REPORTS TO: President & CEO

DIRECT REPORTS: Sr. Program Director, Sr. Manager of Performance Excellence; Strategic Partnership Specialist (others may be added with future growth)

FLSA STATUS: Exempt

SALARY: \$103,000-108,000; paid vacation, holidays, and health insurance

JOB SUMMARY: Under the direction of the President & CEO, the Managing Director of Program Strategy serves as a member of the leadership team and oversees all program activities to maximize program impact, ensure compliance with all agency and funder regulations, as well as achievement of strategic plan objectives. The ideal candidate has a collaborative leadership style with 5-7 years of experience leading nonprofit program development and implementation, demonstrated ability to develop collaborative partnership, a successful track record of achieving strategic and project goals and objectives, strong working knowledge of outcomes management principles, and experience with government funding from proposal to final reporting and contract monitoring. The MDOPS will collaborate closely with all members of the executive staff.

SPECIFIC RESPONSIBILITIES:

1. Leads the oversight and execution of all MEND programs and services to ensure excellence and measurable impact for both the individuals served and the community.
2. In coordination with the CEO and executive team, is responsible for the development of evidence-based programming that bolsters the community safety net and promotes resilience.
3. Works with program leadership and staff to establish and track results for annual program goals and objectives in support of the strategic plan; uses data to inform programmatic and operational decision making.
4. Establishes objective program performance standards of accountability ensuring that the expectations of funders, partners, clients, regulatory agencies, the Board, and other stakeholders are consistently met.
5. Cultivates collaborative partnerships and builds a coalition of co-located partners.
6. Manages the development of budgets, cost analyses, and forecasts for programs and grant funded projects; works closely with the finance department to ensure fiscal compliance with government funders.
7. Works collaboratively with the Chief Development Officer in completion of government grant proposals, including but not limited to developing scopes of work, compiling required exhibits and attachments, development of project budgets and timely submissions.
8. Contributes to the preparation of high-quality narrative quarterly, final, and ad-hoc project reports for grantors.

9. Serves as a mentor to build the cohesiveness, capacity, and competence of program staff to support their growth and development while empowering them to participate in decisions that affect their work.
10. Represents MEND and fosters relationships with city, county, state, and federal agency leaders, and political representatives to stay abreast of upcoming funding opportunities, public policy initiatives, and other relevant information.
11. Other duties as assigned.

SKILLS/EXPERIENCE NEEDED:

- 5-7 years of leadership in the field of human services at a nonprofit organization
- BA in Social Work, Psychology, Education, Public Health, Public Policy, or related field; MA strongly desired
- Bi-lingual Spanish is a plus
- Experience with government grants and contracts; understanding of 2 C.F.R. and OMB cost principles
- Demonstrated proficiency in budget development and management
- Provide effective, seasoned, and innovative leadership that balances close attention to detail with a focus on the big picture
- Be able to set priorities while working in a dynamic, fast-paced, environment and balancing competing demands
- Demonstrate excellent interpersonal, written, and oral communication skills
- Be able to strategize with team members, with a focus on organizational improvements and the implementation of systems
- Demonstrated proficiency in strategic planning, development and implementation of new programs and systems, and efforts to build long-term program sustainability
- Track record delivering superior results while maintaining a positive workplace

TIME COMMITMENT: Full-time, 35+ hours per week; may include some evenings and weekends and local travel.

To apply, please submit cover letter and resume to jobs@mendpoverty.org by May 12, 2021.

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job.