

# MCCJ, Inc.

*embracing diversity, building an inclusive community*

## **Program Director –Summary and Profile**

Manage, implement and evaluate MCCJ programs. Work closely, cooperatively and enthusiastically with the Executive Director and staff; Board of Directors, Program Committee, independent contractors, partners and volunteers. Research, develop, and manage MCCJ's program grants; contributes to grant reporting and evaluation, including the identification and implementation of impact evaluation metrics.

Professional experience in advocacy, social justice, education, program development and facilitation techniques. Experience working with youth and intergroup dialogue preferred.

Must be passionate, engaging, and inspirational; a strong relationship builder, and a compassionate and empathic leader.

The Program Director reports to the Executive Director.

## **IDEAL CANDIDATE HAS:**

- A full understanding and passion for MCCJ's mission and work
- A strong personal commitment and passion for social justice and advocacy
- Exceptional leadership, organizational, interpersonal, listening and communications skills reflected in working well with diverse teams, partners, clients and volunteers
- Experience and expertise in working with adolescents and young adults
- Experience in program design and evaluation metrics using assessment instruments, including creating curriculum and designing and evaluating learning activities
- Experience in recruitment and orientation of volunteers, program participants, and program staff, including mental health professionals
- Experience and comfort with facilitation and teaching
- The ability to mentor and learn from others, including staff
- A tireless focus on quality and measurable results
- Resiliency, with a propensity to persevere in spite of constant change and/or challenges
- A deep understanding of the community and its needs

## **IDEAL CANDIDATE IS:**

- A team player and problem solver; proactively and enthusiastically shares information with colleagues and stakeholders
- A believer in the value of cultural diversity; demonstrated inter-cultural competency
- A believer in the value of inter-faith relations, values and dialogue
- Comfortable in diverse social settings and competent in public relations
- A convener with a sincere passion for helping others
- Empathic and compassionate

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## **KEY RESPONSIBILITIES:**

### **a. Programming**

- Successfully implement and manage MCCJ's programs and related activities, which presently include Camp MetroTown, and Student Voices
- Assist with the management of the Inter-faith Clergy Dialogue
- Research and develop customized programs for MCCJ in concert with the Executive Director, the Board of Directors and the Program Committee
- Assist with management of Program Committee, keeping them engaged and committed to program planning and development
- Develop and implement new direct service programs and trainings, including professional development opportunities
- Research and identify assessment instruments to develop impact evaluation metrics for MCCJ's programs
- Recruit and train MetroTown staff ; recruit MetroTown delegates
- Recruitment and orientation of volunteers
- Identify and cultivate community partners in concert with the Executive Director and Board of Directors
- Effectively deliver MCCJ programs to a variety of age groups and audiences
- Market and promote programs in concert with staff and the Communications Consultant
- Recruit social workers and mental health professionals for MetroTown
- Evaluate, update and develop all program curricula
- Hold frequent program staff meetings and semiannual reviews
- Ensure existing and proposed programs are aligned with MCCJ's mission and vision
- Assist with logistics as needed to support program implementation

### **b. Fiscal Management and Fundraising**

- Participate in the budget process with Executive Director and Accountant
- Manage program budget expenditures including reporting on any variances
- Work with the Executive Director in developing programmatic revenue projections
- Research, develop and manage program contracts and renewal processes
- Research, develop and manage program grant proposals and renewals
- Manage program grants/donors benefits fulfillment
- Work with the Executive Director to develop programmatic fundraising initiatives
- Seek and track program in-kind support
- Manage and update programmatic grants and donor database
- Create monthly financial program updates for the Executive Director

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## **c. Planning**

- Work closely with the Executive Director, other staff and Board of Directors to pursue and ensure programs are on par with vision and mission
- Evaluate community needs and make program development recommendations
- Represent MCCJ at select community events, committees, and organizations regarding social justice, education, human services, civil rights, inter-faith and other similar community concerns

## **d. Internal and External Relationship Building**

- Create, sustain and strengthen relevance in the community as the primary organization in South Florida with the singular mission of *achieving respect and understanding for all people through education, advocacy, and dialogue*
- Continue to build MCCJ's presence as "go to" organization for conflict resolution on issues of relevance to our mission
- Participate in efforts to build brand awareness and seek new partnerships while retaining longtime community partners, grant and donor relationships
- Communicate clearly and effectively with board, staff, partners, volunteers and community stakeholders
- Articulate mission with clarity and brevity
- In concert with staff, utilize all effective and affordable avenues of communication, including, but not limited to print, broadcast, electronic, social media, earned media, speaking opportunities, etc.

## **OTHER:**

- Assist with annual Silver Medallion Humanitarian Dinner and Headliner Breakfast events
- Perform additional duties designated by the Executive Director to achieve institutional success of programs in accordance with MCCJ's mission and vision

## **EDUCATION/OTHER REQUIREMENTS:**

- Bachelor's degree in Social Work, Education, Theology or Religious Studies, Human Services or related field required; Master's degree preferred
- Minimum 5 years previous nonprofit, education, supervisory capacity or related experience required
- Florida Driver's License within 30-days from hire
- Foreign language competency desired, preferably Spanish and/or Creole or French

## **COMPENSATION:**

- Full-time, exempt position; annual salary commensurate with experience.
- Benefits include paid vacation and health insurance reimbursement.