

Director of Programs

The Canal Welcome Center, an established and growing grassroots community empowerment organization in San Rafael, CA, seeks an experienced and motivated Director of Programs. The Canal Welcome Center works with immigrants and low-income families of Marin County to advance their social, cultural, and economic well-being through self-empowerment programs that encourage participation in the broader civic life of U.S. society. Our programs promote leadership and economic development, and social, restorative, and environmental justice.

Reporting to the Executive Director (ED), the Director of Programs will be responsible for the operational success of the Canal Welcome Center ensuring seamless team management and development, program delivery, and quality control and evaluation. In this newly established role, the Director of Programs will manage a growing staff of 10 (part-time and full-time).

Responsibilities

Program Operational Leadership:

- Prepare and submit an annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued financial viability of Canal Welcome Center's programs through sound fiscal management.
- Develop successful and trusting relationships with community stakeholders and sustain an environment at Canal Welcome Center that supports these relationships.

Team Management and Development:

- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements across all programs, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Recruit, hire, and oversee training and orientation of all staff members.

Strengthen internal operations and infrastructure

- Partner with Canal Welcome Center's ED and board to drive strategic planning; effectively communicate work plans and priorities derived from the strategic plan.
- Enhance organizational excellence by establishing operational benchmarks, timelines, and resources needed to achieve strategic goals, proactively recommending and driving improvements as necessary;
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.

Qualifications

This is an extraordinary opportunity for an individual with team management experience to help grow and further develop a proven grassroots organization. The successful candidate will lead programs, partner with the ED, and work collaboratively with staff members to build a strong operational infrastructure.

Specific requirements include:

- Bachelor's degree or equivalent
- At least five years of experience with two of those in a team management role
- Strong project management skills
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility and performance
- Deep understanding of human resources and employee performance improvement plans
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for Canal Welcome Center's mission

Interested applicants should submit resume and cover letter by August 16, 2017 to jobs@cwcenter.org