

Job Description – Program Director, Insulindependence

This person will oversee all program operations and report directly to the President. The Program Director will work with the President, staff and Board of Directors within the mission of Insulindependence to establish goals and objectives for the programs of Insulindependence and will be responsible for successful annual program outcomes.

The Program Director will work closely with the Volunteer Coordinator to improve the quality, scope and impact of Insulindependence outreach programs. His/her specific focus areas will be to ensure core competencies in all programs, recruit and train volunteers, lead and evaluate youth mentor programs, and play an active fundraising role as a key lead-generator. The Program Director's responsibilities will typically include, but are not limited to, the following:

Work within a budget to meet annual program & outreach goals:

- Develop, improve and facilitate programs based on feedback and evaluation
 - draft program manuals, policies, procedures and other program-related materials
 - organize event logistics and volunteers
 - manage a portfolio of regional and national events
 - evaluate events annually against goals & objectives
 - prepare written reports as needed for the President and Board of Directors
- Develop and maintain relationships with past, current and new volunteers
 - actively recruit new volunteers and program participants
 - oversee recruiting campaigns
 - work closely with families participating in youth programs
 - coordinate the youth mentoring program
- Supplement program income through fundraising activities
 - cultivate donor leads
 - solicit gifts
 - research grant opportunities and write program grant requests

Qualifications:

- Minimum 3-5 years experience in event planning, non-profit, or small business management
- Excellent verbal communication skills, a passion for working with people of all ages
- Reliable, task & goal oriented
- Obsessive attention to detail
- Passionate about spreadsheets, calendars, timelines and CRM software
- Strong technical reading and writing skills (previous work may be requested)
- Proven experience in group delegation
- Strong desire to work with people (patience and listening skills a must)
- Ability to adapt to a changing work environment and manage multiple projects simultaneously
- Experience and interest in general fitness, endurance sports and outdoor recreation
- Willingness to travel, as necessary

Compensation:

This is a full-time position paid on a salary basis. Salary is commensurate with experience.