

# Program Director

Job Description

## Position Summary

Title	Program Director
Classification	Full-Time, 2-Year Contract, with potential for renewal
Hours	40 Hours Weekly, 1.0 FTE
Salary	Commensurate with experience

## Summary

Under the supervision of the Executive Director of Kizuna, Kizuna's Programs Director is responsible for the effective delivery of Kizuna's mission as well as the expansion of delivery through programs. Summary duties include department visioning, overall and individual program management and implementation, program finance management, and financial sustainability, community networking and relationship building.

## Profile Description

Kizuna is seeking a qualified candidate with the ability and vision to grow and enhance our program department. We seek candidates with programming, fundraising, and personnel management experience. Applicants should have a desire, skill, and personality for working with youth.

## Kizuna's Mission:

Kizuna's mission is to build a future for our community through the education, empowerment, and engagement of the next generation.

## SPECIFIC DUTIES

% of FTE	Responsibilities
.15 FTE	<p>Department Visioning</p> <ul style="list-style-type: none"> <li>• The Program Director is responsible for the overall direction and vision of Kizuna’s program department. Duties include but are not limited to the following:                             <ul style="list-style-type: none"> <li>○ Ensuring the most effective and worthwhile way of mission delivery through Kizuna’s programs</li> <li>○ Growing Kizuna’s pipeline of programs in size and scope</li> <li>○ Ensuring alignment between Kizuna’s programs and mission statement</li> <li>○ Regular discussion, brainstorming, and integration of new ways of program delivery and methodology</li> <li>○ Changing and modifying programs when necessary</li> <li>○ Monitoring and managing staff placement to ensure effective mission delivery by subordinate staff members</li> </ul> </li> </ul>
.15 FTE	<p>Overall Program Management</p> <ul style="list-style-type: none"> <li>• The Program Director is responsible for the overall program management of the department. Duties include but are not limited to the following:                             <ul style="list-style-type: none"> <li>○ Review, brainstorming, and integration of effective curriculum methodologies</li> <li>○ Training and evaluation of subordinate staff members to ensure effective curriculum development</li> <li>○ Management of individual program cultures</li> <li>○ Management of program participation/recruitment. Ensuring adequate participation/recruitment</li> </ul> </li> </ul>
.5 FTE	<p>Individual Program Management and Implementation</p> <ul style="list-style-type: none"> <li>• The Program Director is responsible for the management and implementation of some individual programs. Duties include but are not limited to the following:                             <ul style="list-style-type: none"> <li>○ The development of effective programming through curriculum building and review, strategic program brainstorming, and implementation of previous evaluations</li> <li>○ Management of program staff (1)</li> <li>○ Implementation of programs by facilitating workshops, holding regular check-in meetings, managing tasks, visiting sites, scheduling and coordinating with guest speakers, and recruiting volunteers.</li> <li>○ Relationship building with students and parents.</li> <li>○ Assisting in the annual evaluation of all programs from the ground up to determine program effectiveness as well as what enhancements are needed for future implementations</li> <li>○ Coordination of on-site venues by scheduling and booking rooms, coordinating payments, and relationship building with venue contacts</li> <li>○ Management of program supplies inventory and coordination of supplies for programs and workshops</li> <li>○ Working with and maintaining relationships with partner organizations.</li> <li>○ Responding to calls and emails regarding Kizuna programs</li> </ul> </li> </ul>

% of FTE	Responsibilities
.1 FTE	<p>Finance Management and Sustainability</p> <ul style="list-style-type: none"> <li>• The Program Director is responsible for managing the financial health of Kizuna’s programs, monitoring spending, and determining revenue generation. Duties include but are not limited to the following:                             <ul style="list-style-type: none"> <li>○ Creating and managing program budgets</li> <li>○ Making financial decisions and modifications based on actual costs and revenue realities</li> <li>○ Brainstorming and implementation of revenue generation methodologies</li> </ul> </li> </ul>
.1 FTE	<p>Additional Duties</p> <ul style="list-style-type: none"> <li>• The Program Director will also be responsible for a number of additional duties essential to the effective performance delivery. Duties include but are not limited to the following:                             <ul style="list-style-type: none"> <li>○ Networking and relationship building with parents and students through programs and other community networks</li> <li>○ Assistance in the development and management of program marketing and sales strategy</li> </ul> </li> </ul>

## APPLICATION INSTRUCTIONS

### Cover Letter and Resume

Interested applicants submit a cover letter and resume to [craig@kizuna-la.org](mailto:craig@kizuna-la.org).

*\*If you're interested in showing off more of your personality, we're also open to receiving a video cover letter, just send us a link to your uploaded video along with your resume.*

### Additional Information

No calls or inquiries about the position.