

ywca clark county

# Director of Programs

## JOB ANNOUNCEMENT

**ywca clark county** is currently seeking a qualified, motivated **Director of Programs** to join our administrative team.

### ywca clark county mission

**ywca clark county's** mission is to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

### position at a glance

**POSITION:** Director of Programs  
**HOURS:** Exempt, full time, 40 hours per week, additional night and weekend hours as needed  
**WAGE:** \$47,000-\$52,000, DOE

### DESCRIPTION:

As our Director of Programs (DP), you will serve as our organizational leader for the ongoing development of **ywca clark county's** programs. You will supervise all program managers and directors, support the planning and implementation of strategies that sustain and grow our programs, and assist in securing resources to support our programs. The DP partners with the Executive Director, Director of Finance and Administration, Director of Development and Communications, Management Team, and Board of Directors to meet the **ywca clark county's** mission.

### POSITION DETAILS:

- Work closely with program managers and directors to oversee the day-to-day operations of all aspects of **ywca clark county** programs, providing service, leadership and empowering support.
- Support and supervise program managers and directors. Assist as appropriate with personnel issues, crisis management, and other program management issues.
- Assist in the development and maintenance of partnerships that benefit the **ywca clark county** as a whole, as well as its departments, programs, program participants, and partners.
- Ensure all program activities are managed in accordance with **ywca clark county's** core values.
- Advocate for mission-focused departmental and organizational change, even when such advocacy may meet with resistance.
- Support programs in achieving annual and strategic goals in a timely way, with stakeholder input and ownership, and in celebrating programs' achievements.
- Participate in strategic planning discussions with board and staff members and helps facilitate the development and implementation of program goals.
- As needed, support program managers and directors in developing annual and strategic plans.



- As needed, assist with the development and management of program budgets.
- Facilitate program evaluations that seek input from all stakeholders and ensure improvements are implemented as needed.
- Support program managers and directors in identifying and developing partnerships and resources that improve the efficiency and effectiveness of program service delivery.
- Ensure that confidentiality is maintained in programs as needed, whether for reasons related to donor requests, personnel issues, or general professionalism.

## QUALIFICATIONS:

- Bachelor degree, preferably in social services or a related field, graduate degree preferred.
- Minimum of five years of program management experience, including staff and volunteer supervision and budget creation and management.
- Demonstrated ability to provide service leadership and empowering support to multiple staff members at a time.
- Experience with public speaking. Ability to effectively present program information to general audiences and respond to questions from staff and board members, as well as public officials, community leaders, and other community members.
- A complete job description may be found online at [ywcaclarkcounty.org](http://ywcaclarkcounty.org).

Sound enticing? We want to hear more about you. You might also be interested to know that we offer medical and dental insurance, long term disability, life insurance, a 403(b) retirement plan, generous vacation allowance, a casual work environment, flexible scheduling opportunities, and a fun and fabulous team of energetic, mission-driven coworkers eager to set the bar high.

To be considered, applications must be on time and complete. Your application should include:

- A cover letter addressed to the Human Resources Department
- A current resume
- A **ywca** application, available online at [ywcaclarkcounty.org](http://ywcaclarkcounty.org), or in person at 3609 Main Street, Vancouver, WA 98663

**APPLICATION DUE:** 4pm on Friday, September 10th  
**DELIVER VIA:** Email to [hr@ywcaclarkcounty.org](mailto:hr@ywcaclarkcounty.org) OR in physical OR CD format to 3609 Main Street Vancouver, WA 98663:

**ywca clark county values diversity in its workforce and strives to create a diverse workforce and an inclusive culture. ywca clark county is committed to equal opportunity employment.**

