### Job Title
Program Director

### Employer/ Agency
- Nonprofit Leadership Alliance
- University of Houston

### Job Description
Directs an ongoing university program to ensure that prescribed activities are carried out in accordance with its mission and/or specified objectives. Prepares short- and long-term goals and objectives.

1. Plans, develops and administers methods, strategies and procedures for meeting program objectives; directs and oversees the daily activities of staff members.
2. Prepares and monitors the annual budget and ensures that expenditures are within budget allocation.
3. Directs and coordinates personally, or through subordinate personnel, activities concerned with carrying out the objectives of the program.
4. Directs the preparation of and reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives; modifies or changes methodology as required to redirect activities and attains objectives.
5. Analyzes trends within program areas, maintaining expert awareness of program information and change needs.
6. Formulates, implements, and maintains appropriate policies and procedures concerning program administration.
7. Manages and administers grant for program, including meetings, communication coordination, scholarships and other operations.
8. May prepare or participate in the preparation of proposals to obtain grants from state and federal agencies, and private foundation sponsors.
9. Performs other job-related duties as assigned.

The Program Director of NLA directs all aspects of the interdisciplinary certificate program to ensure adherence to national standards and requirements through its affiliation with the national Nonprofit Leadership Alliance, as well as meeting grant requirements. Responsibilities include cultivating and maintaining national and local relationships with nonprofit and professional organizations and foundations to develop and implement new services, research opportunities and community education programs.

### RESPONSIBILITIES:

**Student Related:**
- Direct and coordinate student recruitment and retention strategies, including all counseling and advising functions, to ensure quality of certification and student experience;
- Cultivate and maintain relationships with national and local nonprofit and professional organizations to promote and advocate for student internship and employment placement;
- Initiate connections with academic departments regarding recruitment and advising;
- Direct and coordinate through active leadership the NLA program's co-curricular requirements such as the Annual Management Institute, awards banquet, workshops and retreats to meet student certification requirements.

**Curriculum Related:**
- Plan, develop and administer all aspects of interdisciplinary academic requirements to meet student certification requirements;
- Identify relevant courses and develop and maintain a curriculum which meets the expectations of entry level professional leadership positions;
- Teach academic course(s);
Monitor internship placements related to the NLA program

Community Related:
- Direct and coordinate marketing and public awareness functions within and beyond the university through the appropriate communication vehicles to foster awareness of the NLA program and co-curricular programs related to student career preparation;
- Develop and maintain a positive relationship and image with community-based youth and human service organizations, local institutions and community leaders through an active Leadership Circle;
- Target local agencies for recruitment and placement of students;
- Facilitate the development and implementation of new services, research opportunities, educational programs, and additional ways in which NLA may expand and enhance relationships with all its constituents.

Administrative:
- Annually assess the program in meeting desired outcomes expected by the university and NLA in their affiliation agreement and prepare annual reports to the university, funders and community;
- Develop and administer a plan of action for any shortcomings;
- Direct and coordinate appropriate records and contracts; maintain records for NLA and for the purposes of the university on enrollment and graduate information;
- Cultivate and solicit through appropriate channels foundation and corporate support for student scholarships and program operations;
- Prepare and monitor annual budget, coordinating multiple funding streams and accounts.

Supervise the NLA Program Coordinator. Reports to: Dean of the Graduate College of Social Work

Qualifications

Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Experience: Requires a minimum of three (3) years of directly job-related experience.

Preferred Qualifications:
- Master's level (MBA preferred) and professional licensure or certification
- Relevant experience (3-5 years) in non-profit agency
- Fundraising experience
- Strong and effective interpersonal and written communication skills
- Good organizational skills
- Direct supervisory experience

Employer/Agency
Nonprofit Leadership Alliance

City, State, Zip
Houston, TX

Application Method
https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA005926&lang=en&sns_id=mailto#.XlU9J2VrLpk.mailto

Opening Date
Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.