WANTED: A Full-Time Senior Director of Programs with a proven track record!

WHY WORK AT ADVANCING CONNECTICUT TOGETHER?
At Advancing Connecticut Together (ACT), we work to improve the lives of people impacted by poverty and economic disparities, health disparities like HIV/AIDS, homelessness and substance use issues through three programmatic divisions (AIDS-CT, CFHR and CAHS). We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our participants.

WHAT WILL YOU DO AS SENIOR DIRECTOR OF PROGRAMS?
This is a newly created position that will do a lot! In addition to supporting program directors the person will be a key partner supporting the CEO in implementing goals related to high quality programmatic services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Provides strong and effective leadership by defining operational expectations, monitoring progress in achieving those expectations, providing a work environment supportive of organizational accomplishments and individual growth, and assisting directors and managers with evaluating the annual performance of all employees.
- Oversees all client services department operations and supervises program department directors
- Provides the CEO with strategic insight in critical areas of program operations, internal policy direction, integrated communications and outreach, and internal and external challenges facing the organization.
- Assists the CEO in addressing a range of strategic issues including enhancing organizational effectiveness and integrity, providing staff leadership, along with overall strategic planning for the organization as a whole and for individual programs and initiatives.
- Works with Finance Department to prepare and monitor program annual budgets.
- Maintains a high level of technical and operational accuracy and quality throughout all the agency’s work including staffing, program operations, and policy.
- Provides administrative reports internally and externally.
- Ensures the delivery and continuous improvement of quality client services by supporting program directors.
- Ensures staff effectiveness through high quality supervision and training as well as formal and informal feedback mechanisms.
- Provides strategic planning, thought leadership, coaching, education, and consultancy to members of the staff to help drive key business outcomes, quality service delivery and expanded community engagement.

YOU MAY BE A GOOD FIT IF YOU POSSESS THE FOLLOWING:
- 7-10 years of progressive growth and supervisory roles in community-based organizations.
- Master’s or other advanced degree required with a minimum of 3 years of demonstrated budgeting, structured supervisory responsibilities and program oversight (additional 3 years of experience can be substituted for education requirement).
- Extensive experience in organizational strategy development designing and implementing effective multi-level programs. An ability to lead and influence at all levels of the organization through collaboration, managing change, and building consensus. An ability to think strategically, operate tactically and impact collaboratively, while working both independently and collaboratively.
- Ability to work as a member of the upper management team, manage multiple deadlines and tasks.
- Skills working with management and motivating staff
- Proven record of designing and implementing quality programming
- Excellent organizational skills, excellent public speaking, communication, and interpersonal skills
- Experience in management of grants
- Interpersonal Communication: Establishes positive rapport and trust with clients and co-workers;
- Collaboration & Teamwork: Effectively participates as a team member to advance common team goals;
- Cultural Competence, Diversity & inclusion: Effectively and respectfully works with others who have diverse traditions, beliefs, interpersonal styles, attitudes and behaviors;
- Systems Oriented Practice: Functions effectively within the organizational and financial structures of ACT and other external systems in which they interact.
- Quality & Performance Improvement: Works individually and within teams to improve skills and to achieve performance goals and improve outcomes; Informatics: Uses information technology to track and improve organizational effectiveness.

COMPENSATION:
- This is an exempt salaried position with an annual salary of $70,000 - $80,000. New hires rarely start at or above the mid-range.
- Generous Paid Time Off and other benefits (Health, LTD/Life, etc.)

SOUND LIKE A GOOD FIT?
If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Senior Director of Programs” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing Connecticut Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/ Affirmative Action employer. Women, minorities, and candidates from historically underrepresented groups, are encouraged to apply.