



## National Program Director Job Description

**Summary of Program:** Impact America engages recent graduates and college students to address community needs, empowering a generation through collaborative efforts to promote change in the communities we serve. In order for our communities and institutions to thrive, we desperately need the talent, vitality, and perspective that this generation can bring. In fact, this generation of college students and recent graduates is among the most charitable in American history, with many yearning for an opportunity to make a real difference in communities of need. Impact America provides that opportunity through distinct initiatives that promote change while cultivating leadership:

- **FocusFirst**, a high-tech vision care initiative serving young children in urban and rural areas
- **SaveFirst**, a free tax preparation initiative serving low-income, working families
- **SpeakFirst**, a debate and college preparatory program for students in the Birmingham area

**General Description:** The National Program Director provides leadership of Impact America's direct service and AmeriCorps programming, setting strategic direction and priorities and driving continuous improvement. Through prioritization on quality control, evaluation, and best practices, the National Program Director leads the organization's continual effort to improve and enhance its programming.

### I. Leadership

- Collaborates closely with Impact America's Executive Director to ensure synchronization of important functions throughout the organization.
- Coordinates program and AmeriCorps planning and growth to ensure both functions work effectively and in tandem.
- Manages a team of staff responsible for leading direct service and AmerCorps programs. Recruits, hires, ensures ongoing training and professional development, provides regular feedback and opportunities for growth, ensures coordination of efforts, and promotes a positive culture which supports the organization's core values.
- Serves as the liaison for programs and partners such as Sight Savers America and AmeriCorps at the national level. Maintains relationships with state AmeriCorps contacts, along with Impact America state staff.
- Assists in proactively identifying risks and developing mitigating strategies.
- Participates in opportunities to network with professionals in similar industries.
- Is a role model for professional behavior and adherence to organizational policies and procedures.
- Exhibits an ongoing commitment to Diversity, Equity, and Inclusion of all individuals, both personally and professionally.

### II. Fund Development and Oversight

- Ensures high level oversight of federal grant compliance, including maintaining an understanding of requirements, grant terms, and conditions. Ensures programmatic compliance with these requirements, developing and implementing new policies and procedures as appropriate.

- Administers federal grants, including ensuring preparation and submission of grant applications and reports and oversight of program design, monitoring, and compliance.
- Collaborates with Impact's Fiscal Office to develop and monitor federal grant budgets.
- Collaborates with Impact's Development Office to develop and monitor plans for implementation of non-federal grants.
- Seeks out additional federal funding opportunities, as appropriate, to expand Impact America's services and further the organization's mission.

### III. Program Development and Oversight

- Provides strategic direction as it relates to program development, priorities, and growth.
- Works with program personnel in all states to develop, plan, implement, and evaluate programs. Analyzes results, and implements new ideas as a result of findings.
- Collaborates with Regional Directors regarding planning and expansion of services.
- Provides oversight of both direct service and AmeriCorps programming across the organization:

#### *Direct Service*

- Ensures consistent execution of programs across all regions with a focus on best practices and quality control.
- Develops objective and measurable performance indicators, in collaboration with program directors.
- Sets and monitors annual program targets, with input from program directors and state staff.
- Assesses programs regularly to determine where additional attention is needed.
- Allocates resources appropriately between programs to reach targets.
- Monitors compliance with program budgets and recommends future budget changes

#### *AmeriCorps*

- Provides oversight of AmeriCorps programming, including member recruitment, hiring, onboarding, training, service, and program exit.
- Works closely with program staff to ensure compliance, monitoring, and best practices are implemented throughout the service area.
- Ensures consistent execution of Impact America programs by AmeriCorps members across a variety of sites.
- Collaborates closely with the AmeriCorps Director and State Directors to ensure AmeriCorps Members and Team Lead are able to meet program outcomes and provides contingency plans when necessary.

#### **Skills/Experience Preferred:**

- Experience with managing federal grants
- Strong demonstrated experience managing individuals, teams, and large scale programs
- Demonstrated ability to collaborate
- Strong verbal and written communication skills
- Excellent analytical skills and experience with data management
- Demonstrated leadership qualities
- Minimum of 5 years of leadership experience, especially in a nonprofit setting

**Salary:** \$60,000-75,000

**Reports To:** Executive Director

**Supervises:** Director(s) of AmerCorps, FocusFirst Director, SpeakFirst Director, SaveFirst Director

**Location:** This position may be remote or based out of offices in Birmingham, Memphis, or Greenville

**Physical Requirements/Essential Functions:**

The physical demands described here are representative of those that must be met by an applicant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for long periods of time and repeat the same movements, such as typing, with or without assistance.
- Must have the ability to understand the speech of another person, verbally communicate clearly so listeners can understand, see details of objects that are less than a few feet away, and follow both verbal and written instructions.
- Ability to understand the speech of another person, verbally communicate clearly so listeners can understand.
- Must be able to spend large portions of time looking directly at a computer.

**Benefits:**

- Health insurance through BlueCross/BlueShield for employees (75% covered by Impact/25% by employees); family benefits are also available at cost to employees
- Dental and vision coverage through Principal
- Flexible spending and Dependant Care flexible spending accounts offered through TASC
- Short term disability offered through UNUM
- Employee Assistance Plan
- 15+ holidays per year
- 12+ vacation and 10 sick days per year
- COVID and Bereavement Leave (though we hope you won't need them!)
- Annual professional development allowance
- Flexible or semi flexible work hours, based on your role

To apply, please submit resume and cover letter to Melanie Rhodes, Executive Director, at [mrhodes@impactamerica.com](mailto:mrhodes@impactamerica.com). Serious applicants with preferred skills and experiences may request a 15 minute informational interview in advance of application.

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