



Position Title: Program Director
Reports To: Executive Director
Standard Operating Hours: Monday-Friday; 8:00 am – 5:00 pm
(Occasional weekend and evening hours required)
Status: Full-time; Salary; Exempt
Salary: \$50,000 - \$57,000; salary commensurate with experience

Organization Overview:

Progress OKC is a 501(c)(3) nonprofit Community Development Corporation created to support and revitalize Oklahoma City communities that have experienced significant disinvestment. Our mission is to strengthen and preserve the social and economic fabric in Oklahoma City's underserved communities by engaging in programs and partnerships focused on housing stability, economic mobility, quality of place and education.

Our vision: Safe, healthy and economically vibrant neighborhoods and commercial corridors where urban wellness is fully realized. Examples of our investments include affordable housing development, small business support, cultural and historic preservation, and park renovations.

Our values:

• **Place**

• We recognize the strengths and assets of neighborhoods • We celebrate community identity • We preserve the built environment through thoughtful development block by block

• **Advocacy**

• We build a positive perception of the community • We monitor relevant policy • We support broader neighborhood revitalization efforts

• **Data Driven**

• We utilize data to determine focus (i.e. geographic and programmatic) • We leverage existing programs and resources to maximize impact

• **Ownership**

• We intentionally create asset opportunities for low-to-moderate income households

• **Collaboration**

• We help identify neighborhood needs and opportunities • We bring many players to the table for focused solutions • We contribute to broader neighborhood revitalization efforts

• **Equity and Inclusion**

• We do the most good and the least harm • We co-design strategies with racially and socioeconomically diverse groups • We strengthen the capacity of under-developed groups and assist in system navigation

Position Summary:

We are seeking a qualified Program Director to support the management of Progress OKC's growing operations. This position will oversee certain aspects of organizational initiative(s), including managing budgets, ensuring compliance and representing respective program(s) to related stakeholders.

The Program Director is responsible for setting the scope of the program, providing hands-on supervision of assigned staff, managing the program budget, and handling the strategic aspects of the program. Set deadlines, assign responsibilities, monitor compliance and prepare reports for upper management regarding status of project(s).

Essential Job Functions:

- Plan the programs from start to completion involving deadlines, milestones and processes.
- Develop (or revise) budgets and operations for upper management approval.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Supervise all program and project managers involved to provide feedback and resolve complex problems.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Apply change, risk and resource management principles when needed.
- Read reports prepared by managers to determine progress and issues.
- Ensure program operations and activities adhere to legal guidelines, internal policies and grant requirements.
- Keep senior management informed with detailed and accurate reports or presentations.
- Maintain a positive working relationship with staff and colleagues, funders, partners, local professionals, centers of influence, and community organizations.
- Participate in community and professional organizations and events.
- Provide contract monitoring and reporting support for grant development, implementation and evaluation.
- Complete other duties and responsibilities as assigned by Executive Director.

Required Skills and Abilities:

- Must have the ability to read, analyze, and interpret policies, contracts, and budget spreadsheets as well as other legal documents as needed.
- Strong written and verbal communication skills.
- Applicant should be able to exercise good judgment in establishing and maintaining working relationships, solve problems, and be able to deliver a high level of accuracy, focus and timeliness with limited supervision.
- Acts with professionalism and possesses a customer-focused attitude/philosophy.
- Ability to build relationships and create alignment with staff and individuals from a wide range of perspectives.
- Excellent computer skills including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint); basic Adobe Acrobat skills with ability to convert and combine files into a pdf document; and the ability to learn new technology and software quickly.
- Ability to research, analyze, process information.
- Ability to work with and expedite the objectives and intentions of the Executive Director.

Work Experience and Education Requirements:

- Bachelor's Degree in Nonprofit Management, Organizational Leadership, Public Administration or Service, Human Relations or a related field
- Knowledge of economic development and community development principals and effective practices

- 3+ years of managerial and grant compliance experience preferred

Physical and/or Mental Requirements:

- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- Ability to perform sedentary physical work.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

To Apply For This Job:

Interested candidates should submit a cover letter, resume, and list of three or more references, addressed to the Executive Director by email to info@progressokc.org. Please, no phone calls.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. Nothing in this job description is to be construed as a contract of employment. All job duties are subject to change as business needs necessitate. *Nothing in this job description restricts management’s right to assign or reassign job duties as required.*