



POSITION: Vice President of Programs

Date Created: 9/9/2022
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BRIEF DESCRIPTION OF RESPONSIBILITIES:

The Vice President of Programs (VP) serves as an agency leader and is active in strategic decision making. The VP works side by side with the President in guiding the mission, developing programs, and engaging in the community and is responsible for the overall leadership and management of all CarePartners programs. The position is responsible for all program activities including but not limited to partner relationship building, management of program staff and budgets, and execution and management of the agency strategic and program plans.

JOB RESPONSIBILITIES:

- Guide the overall program strategy and execution for CarePartners while fostering an organization wide culture of service.
- Review and analyze current programs to shape the strategic direction for the next 5 to 10 years.
- Partner with the President on relevant strategic and programmatic initiatives.
- Collaborate with the Operations Director, Development Director, and other staff on planning and implementation that supports the annual and long-term strategy for the organization.
- Lead and supervise all aspects of the agency's programs, including partner recruitment, volunteer management, and program evaluation and reporting.
- Act as an agency ambassador, participating in agency presentations, workshops, and other public facing opportunities.
- Ensure accurate, timely and usable data collection.
- Manage, develop and grow the program team, including volunteers.

OTHER SKILLS REQUIRED:

1. The ability to communicate effectively with various groups/individuals (donors, clients, volunteers, clergy, health care providers, colleagues, and the general public).
2. Computer skills using Microsoft Office (Word, Excel, Outlook, PowerPoint) is required as well as proficiency in utilizing online communication tools like Zoom and Teams.
3. Exhibit sensitivity and non-judgmental attitude regarding social, cultural and economic status.
4. Good time management skills.
5. The ability to exhibit flexibility in work hours as some meetings and events occur in evenings and weekends.
6. The ability to facilitate and problem-solve in a group setting.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or higher (preferred)
- 7-10 years of related work experience
- Experience in nonprofit work required
- Experience in aging or dementia care services preferred
- Experience in volunteer management preferred