

Title: Program Director

Position: Oversee and manage The Well CDC's programs

Compensation: Full-Time Exempt, \$65,000

Responsible to: Executive Director

Mission Statement: We invest in people through the built environment.

Main Objective: To use your gifts and talents to create systems that support, maintain, and guide The Well CDC's programming and development. Provide oversight and direction through managing, organizing, and developing the systems to support program management, new program development, volunteer engagement, and fund development. This position is for an unspecified duration and constitutes "at will" employment.

Job Description:

I. General Responsibilities

- a. Be an active participant in the Organizational Leadership of The Well CDC
- b. Be a public and private advocate for The Well CDC
- c. Engage your relational network to build the capacity of The Well CDC
- d. Ensure missional impact and alignment of The Well CDC's programs

II. Program Development, Staff Management, & Staff Culture

- a. Oversee The Well CDC's programs; Akron Food Works, 647 Coffee, Pathways to Home Ownership, Tool Library/Home Maintenance Classes, Career Development, Akron Hope, Community Engagement, Middlebury Block Challenge, and any new programming developed.
- b. Manage and oversee The Well CDC's Program Teams
- c. Create and implement the Pathways to Home Ownership Program
- d. Enhance our Resident Services programming through increased program cohesion, alignment, impact tracking, and communication
- e. Work with Program Managers to build annual budgets, program plans, and Case for Program Supports
- f. Help support and manage volunteer recruitment, engagement, and tracking
- g. Prioritize authentic Community Engagement across all programs
- h. Help grow earned revenue for our Social Enterprises

III. Fund Development & Storytelling

- a. Support the fund development team in creating compelling, mission aligned communication
- b. Help coordinate, plan, and organize an annual calendar of Program Events
- c. Support the creation of sharing resident and programming impact stories

IV. The Well CDC Leadership Team

- a. Work with the Executive Director to grow all areas of The Well CDC's programming
- b. Actively participate in the creation and execution of the The Well CDC's annual fundraising goals
- c. Work with The Well CDC leadership team to execute the vision for The Well CDC
- d. Create new opportunities for The Well CDC to connect with Middlebury Residents and community partners
- e. Attend at least two board meetings annually as invited by the Executive Director
- f. Be the staff liaison for the Resident Services Committee of the Board of Directors

V. Expectations:

- a. 40+ Hours per week
- b. Be willing to work evenings and weekends when necessary
- c. Meet with the Executive Director on a bi-weekly rhythm.
- d. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time to meetings, events and programs
- e. Maintain a neat and organized workspace
- f. Adhere to related staff policy and procedures
- g. Assist other Well CDC Staff, clients, or tenants when needed or asked

Thank you for your interest in joining The Well CDC's Team.

To apply for this position please send the following to Executive Director, Zac Kohl **by Friday July 19th via email at Zac@thewellakron.com**

- Cover letter
- Resume
- Reference Sheet (3-5 references)

If you are selected for an interview you will hear from us the week of July 22nd. We hope to make a hire in the month of August.