**Working Title:** Director of Programs

**Supervisor Name:** Janisse Schoepp

**Supervisor Title:** Vice President of Strategy

**Overview**

The Director, Programs reports to the VP of Strategy and oversees program staff. The Director works collaboratively with Foundation leadership to design and implement strategies in support of the Foundation's major grantmaking initiatives and Foundation-wide operations. S/he is responsible for development, management and evaluation of the foundation’s grantmaking and other related program activities. S/he works closely with partner organizations, applicants and grantees to enhance program design, implementation, monitoring and improvement. S/he supervises program staff including program officer(s) and data and grants manager. S/he furthers the visibility of the Foundation, contributes to the knowledgebase through representation on key community groups and creating content/delivering presentations on the foundation’s investments, activities and areas of focus.

**Essential Job Responsibilities**

**Foundation grantmaking impact:**

- Oversee and align foundation grantmaking in support of Foundation’s strategy
- Directly engage with organizations and community stakeholders: solicit, co-develop, consult and provide technical assistants to organizations and stakeholders in the grant development and review process
- Lead the Foundation’s overall grants management process across all stages (from concept proposal to final evaluation)
- Prepare grant proposals for board approval, participate in, and present at Foundation Board meetings

**Learning and Dissemination:**

- Gather and disseminate relevant new/innovative methodologies, research and approaches aligned with Foundation goals and strategies and work with Foundation leadership to schedule in-services/learning opportunities for both Foundation staff and community partners/grantees
- Ensure Foundation leadership is abreast of pertinent information related to Director’s current and planned grants portfolio, activities/engagements, and other information/events of interest

**Community Visibility:**

- Represent HFSF at community meetings and conferences
- Serve as a member on community workgroups
- Effectively communicate about and promote their areas of expertise in the foundation’s work to external stakeholder groups including through conference presentations

**Education**
Position requires a four-year degree in Public Health, Public Administration, Health Sciences or Social Work. Master’s degree desirable or combined years of education and experience in relevant field will be considered.

Skills

Excellent verbal and written communication skills, PC proficiency (Microsoft Office Word and Excel) along with exceptional interpersonal skills, supported by strong organizational and analytic talents, and, a willingness to focus on multiple projects simultaneously. Bilingual in Spanish/English preferred.

Experience

Position requires at least five years’ experience in not-for-profit management with at least three years in health and/or social services and program assessment and development. Position also requires a deep understanding of the key issues in philanthropy, a detailed knowledge of grantmaking tools and types, a broad perspective of various program areas and content expertise in health and healthcare, especially as it pertains to his/her portfolio.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Miami, FL 33131: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Management: 5 years (Required)

Work Location: Hybrid remote in Miami, FL 33131
Link to Apply:
https://www.indeed.com/job/director-programs-c9dbf77fea1429f9?_gl=1*2wekb0*_gcl_au*ODMwMzE4MzM1LjE2ODY5MjiYxODE.