



Position Title: Director of Programs and Accountability
Position Type: Full-Time, Regular
Reports to: Associate Director
Location: CIS Central Office in Columbus, Ohio

Section I – Position Summary

Responsible for the oversight and management of Communities In Schools (CIS) of Ohio's services, programs, program advancement, and new program initiatives. This position will lead the implementation of the CIS model of integrated student supports in partner schools, assist leadership with the expansion of CIS of Ohio as relevant, identify and support collaboration with community resource providers, and ensure fidelity to the CIS model and accountability across all aspects of the work.

Section II – Essential Duties and Responsibilities

Supervisory:

- **Hire, retain and manage program staff** – work in conjunction with Director of Human Resources and Program Managers, as relevant, to recruit, hire, train and evaluate program staff. Provide ongoing program staff oversight, training, feedback, mentoring and support.
- **Plan and coordinate program-related professional development**, in collaboration with other Directors and Managers.
- **Oversee reporting** – Ensure CIS program reporting is timely and relevant to ensure communication of CIS impact to school district leadership, school personnel, community partners and funders.

Program Management:

- **Lead the development and implementation of a culture of data-driven decision-making amongst the program management team and stakeholders.** Ensure appropriate data is collected and lead the program management team in regularly monitoring the data and adjusting services as needed to maximize effectiveness and impact. Assist leadership and data staff in developing impactful reporting and storytelling to further the work of CIS of Ohio.
- **Provide leadership and a high level of accountability in the delivery of evidence-based services founded on best practices and risk-factor research.** Help address identified school-wide needs; build and reinforce student assets using the three tiers of support.
- **Establish and manage school partnerships** – in conjunction with Program Managers, work with school administration and personnel to develop partnerships and ongoing collaborative relationships to best serve partner schools, students, and families, as well as further the mission of CIS.
- **Evaluate the effectiveness of achieving school and student individualized goals.** Provide ongoing evaluation of the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.

- **Grants Management** – Work closely with the Fiscal Office to assist in monitoring grants for reporting requirements, invoicing, budget, and expense tracking, as well as provide ongoing communication with funders. Complete and submit grant reports, updates and related information, as needed.

Community Partnerships and Outreach:

- **Support the development of community partnerships** – help to identify and establish partnerships and collaborative relationships that support programming, expand resources that are available to schools, students, and families, and increase the footprint of CIS of Ohio.

Administrative:

- **Knowledge of the CIS Total Quality System standards** – Serve as a subject matter expert on the CIS model, policies and procedures that define and protect the CIS brand, giving direction for the work at all levels to achieve the CIS mission.
- **Funding and budget development support** – In conjunction with leadership, identify sources of funding to further programmatic goals and outcomes. Provide grant information, develop budgets, and ensure adequate resources are allocated to implement program activities and fulfill deliverables. Support grant writing and grant submission as applicable.
- **Fiscal monitoring** – Work closely with the Fiscal Office to analyze budgets, monitor appropriate budget spending, ensure proper account coding, review financial reports, order program supplies and resources to meet program needs and maintain grant compliance.
- **Support the efforts of the CEO and CIS Board of Directors in establishing and implementing the strategic plan, mission, vision, and values of CIS.**
- **Communicate and advocate for CIS** – Promote and market the CIS program and mission, contributing to further building the CIS brand and expanding the CIS footprint.
- **Interact with CIS National** – Collaborate with CIS national by participating in webinars, conferences, committees and meetings, as needed.
- **Support the overall mission, vision, and values of CIS of Ohio** to advance the goals, strategy, and services of the organization.
- **Regularly travel to CIS partner schools throughout Ohio.**
- **Perform additional duties as assigned.**

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by CIS management as required and necessary.

Section III – Qualifications and Requirements

- BA/BS/BSW required. Relevant advanced degree preferred.
- Minimum 5 years of supervisory experience, preferably in a nonprofit, social service or education setting.
- Demonstrated experience working with youth, families, and /or individuals living in poverty preferred.
- Experience and high comfort level working with school district administration, school leadership, community agencies, businesses, colleges and universities and volunteers.
- Must possess the knowledge, skills and personal attributes needed by a management/leadership professional to support the operations and strategic direction of the organization.
- Experience working in a fast paced, highly collaborative and diverse team setting.
- Valid driver's license and auto insurance; reliable transportation with ability to travel statewide to partner schools and community events, as well as occasional conferences and meetings that may require overnight and out-of-state travel.

Section IV – Core Competencies

- Ability to build positive and engaged relationships with a diverse staff, school district administration, and numerous community partners, as well as develop and manage a strong and cohesive Program Management team.
- Accountability of self and others.
- Ability to involve, empower and engage staff.
- Highly organized, results-oriented and committed to the CIS mission.
- Projects and maintains a professional demeanor in all interactions and works to ensure professionalism throughout program delivery.
- Maintains confidences and appropriate boundaries.
- Supportive with a strong attention to detail.
- Ability to identify potential risk factors related to program delivery, provision of services in any context, and organizational concerns, and take appropriate measures to reduce risk.
- Highly collaborative, enjoys working with diverse constituents, and open to giving and receiving feedback.
- Excellent verbal and written communication skills. Ability to communicate information clearly and effectively.

Successful passing of a Criminal background check and drug screen required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship..