



PROGRAM DIRECTOR JOB DESCRIPTION

Location: Milwaukee, WI

Reports to: *Executive President*

Our Company Overview

Fathers Making Progress (FMP) is a relatively new, yet growing, organization that serves families primarily through creating spaces of learning, support, and growth for fathers. As the organization's capacity increases, FMP has made the commitment to bring in the best team of competent, capable, dynamic, and empathetic individuals to fuel this charge.

Job Summary:

The Program Director is responsible for the supervision and delivery of high-quality FMP programming and will ensure that assigned project-based programs adhere to established schedules, specifications, and budgets.

Supervisory Responsibilities:

- Supervise growing program team including facilitators, mobilizers, and volunteers.

Duties/Responsibilities:

- Coordinates the operation of program departments to confirm that assigned outcomes are completed according to specifications, budgets, and timelines.
- Ensures that facilitator/coaching training institute is running efficiently.
- Modeling of effective facilitation, mobilization, and case management strategies.
- Regularly communicates with staff/participants to ensure program quality and troubleshoot any program issues.
- Ensures customers, partners and/or clients are regularly informed of the status of programs.
- Regularly communicates with Executive President regarding the program's status and any problems or potential problems.
- Track data, program outcomes and compile reports.
- Assist with planning FMP events.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Strong preference will be given to applicants from the communities we serve. (Northside MKE)



Education and Experience:

- Bachelor's degree in related field desired.
- At least three years of related program/team management experience desired.
- At least three years of related program experience required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to walk moderate distances during neighborhood outreach
- Ability to stand during group facilitation

**If interested send your resume, salary requirements, and three references to:
Terron@fathersmakingprogress.org with the subject
PROGRAM DIRECTOR**