

	POWERFUL WOMEN OF PRAISE POLICY & PROCEDURES MANUAL	EFFECTIVE	REVISED	POLICY NO.
		11/06/09		3.3
Chapter		Subject		
Human Resources		Job Description: Deputy Director		

Job Description

The director of programs is responsible for the implementation, management, supervision and evaluation of all the organization's programs in accordance with the national standards set out by the organization. As a member of the senior management team, the director of programs participates in strategic planning and budgeting initiatives in addition to problem solving. The deputy director works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

Compensation

This is currently a volunteer position, no compensation will be provided.

Reports to:

The Board of Directors

Minimum Qualifications:

Character:

- Passionate about the accomplishment of the organization's goals as demonstrated by regular involvement in meetings, events, and activities.
- Maintains a reputation for integrity in professional and personal dealings.
- Willing to dedicate the time required to ensure that the organization meets its goals.
- Ability to collaborate with and assume leadership in the faith-based community.

Experience:

- Previous experience in and/or knowledge of program & project management.
- Leadership role in a non-profit organization, ministry, or women's group.
- Familiarity with local agencies and community leaders.

Spiritual

- A personal testimony of a growing and vital relationship to Jesus Christ.
- A love for service and a desire to provide opportunities for women to grow toward maturity in Christ within our membership and out in the community.
- Knowledge of Christian doctrine.

Beneficial Spiritual Gifts

Leadership, Discernment, Exhortation, Mentoring, Teaching

Responsibilities

1. 1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. To be responsible for all facets of programming and service development and delivery, from proposal writing (in conjunction with the Executive Director), through planning, budgeting, implementation, evaluation and report writing.
3. To establish and maintain all membership files and documentation in an appropriate and accountable manner according to established standards.
4. To ensure consistency of quality, accountability and high standards in all programs and services - both membership support and education. This includes providing training for staff and developing procedures, models and comprehensive frameworks of delivery.
5. Maintains all of the corporate documentation of the organization. Is responsible for general and specific correspondence to its members and to businesses, organizations and individuals. Maintains all membership applications and records.
6. To maintain accurate and complete statistical records for all programs and services on the agency database, providing funders with comprehensive details on programs offered.
7. To ensure consistent and meaningful evaluation of all programs and services is carried out in order to assess their impact and success and to make needed changes and improvements as indicated.
8. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
9. Ensure that job descriptions are developed in conjunction with the Executive Director, that regular performance evaluations are held, and that sound human resource practices are in place.
10. See that an effective management team, with appropriate provision for succession, is in place.
11. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
12. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
13. To participate on key board committees as appropriate.
14. To participate actively as an organization representative in collaborative partner networks and in related community activities.
15. Performs other related duties as assigned.

Additional requirements: Possession of a valid California driver's license; willingness to travel throughout the state and nation for trainings, meetings, and conferences; willingness to work extra hours as required. This is a telecommuting position and the individual must have access to a computer with internet access and a phone for teleconferencing.