



CENTER DIRECTOR

Job Description Form

Division/Department	Children’s Learning Center		
Location	2010 Bridge Blvd. SE, Alb., NM 87105		
Reports to	Jared Weatherholtz	Title	Chief Program Officer (CPO)

Level/Grade	Type of position:	Hours: 40 / week
8	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

SUMMARY

Responsible for program management and development of comprehensive services to individuals including direct supervision of professional staff, grant writing and reporting, budgeting, contract compliance, community relations and program development.

RESPONSIBILITIES

- Provides direct supervision to staff, interns and volunteers, including training, development, monitoring and evaluation.
- Ensures that program goals are met, including compliance with multiple contracts, grants and funding sources.
- Compiles appropriate data on a regular basis and prepares required reports to comply with multiple contract/funding requirements.
- Prepares and oversees departmental budgets and monitors financial reports.
- Develops the program, researches and writes proposals to maintain or expand program-funding level.
- Coordinates outreach and public relations activities for program.
- Develops community collaborations to support comprehensive services to individuals
- Implements and enforces agency policies and procedures.
- Attends staff, management, and Center Director meetings.
- Responds appropriately to the cultural differences present among the agency’s service population.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Follows the CCUSA Code of Ethics.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment. Ability to lift up to 20 lbs. on occasion (boxes, paper, office supplies, etc.)

WORK EXPERIENCE REQUIREMENTS

- Minimum of 3 years supervisory experience.
- Minimum of 2 years’ experience in government grant management and preparing budgets.
- Minimum of 2 years’ direct experience in a non-profit agency including budget management, development and implementation.
- Valid NM driver’s license and a clean record.
- Proficient with Microsoft Office Suites and database experience.
- Strong command of the English language and excellent writing skills.

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EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - Bachelor's degree in relevant field OR a satisfactory equivalent combination of education and experience. - Bilingual in English/Spanish preferred. 			

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	