



Program Director Job Description

Neuro Challenge Foundation's Program Director is part of NCF's Leadership Team. The Program Director oversees all Neuro Challenge programming content and execution to ensure it maintains the highest standard of quality and meets the needs of our community. The Program Director is a results focused leader who supervises the Care Advisors; oversees all virtual and community-based monthly programs in Sarasota, Manatee, Charlotte, Pinellas, Marion, Highlands Counties and new communities as they are added; and oversees the Distinguished Speaker Events.

The Program Director reports to the Chief Executive Officer. The Program Director, like all NCF Staff, is expected to comply with all NCF policies and procedures.

RESPONSIBILITIES:

PROGRAM CREATION, EVALUATION AND IMPLEMENTATION

- Organize and lead quarterly Program Committee meetings
- Organize and lead quarterly Program Quality Management Meetings with Care Advisors
- Monitor monthly groups in all geographies to ensure quality control
- Maintain active communication with NCF volunteer group facilitators to ensure quality control
- Recruit and train NCF program volunteer ambassadors
- Identify and implement new programs as needed
- Research programs and best practices of other organizations
- Responsible for service data management, analysis and reporting for CEO
- Organize and lead the Distinguished Speakers Series
- Responsible for securing speakers for Neuro Challenge Expo and Annual Symposium and overseeing travel logistics
- Periodically present at or facilitate recurring monthly programs in all service areas
- Assist Care Advisors with interviewing and securing new speakers for NCF monthly programs
- Responsible for periodic Care Advising
- Oversight of the Care Advisor Program including hiring, evaluating, coaching, supervising and terminating Care Advisors

COMMUNITY ENGAGEMENT

- Responsible for community education presentations and staff education on Parkinson's disease
- Responsible for attending monthly networking events to establish new and steward current community partners
- Ensure NCF is represented at key community discussions

- Assist the Development Director with the identification of potential sponsors or donors
- Represent NCF at special events

RECORD KEEPING

- Maintain excellent up to date records of interactions with community partners, potential new speakers and current “loaned professionals”, and all monthly programs
- Reach out to locate community-based resources to maintain up to date information on services.
- Communicate with Care Advisors, volunteers, and partners to ensure all participant attendance is being collected and entered into Client Track
- Maintain and renew MOUs with partners.
- Staff Lead on service data management and analysis
- Conduct and analyze program participant surveys to ensure we are meeting community needs and identifying areas for improvement

FISCAL RESPONSIBILITIES

- Embrace and promote NCF’s culture of philanthropy
- Work with CEO to create annual program salary budget
- Monitor program salary expenditures
- Review and approve expense and mileage reimbursement requests from Care Advisors
- Review grant applications and monitor current grants to ensure compliance

PROFESSIONAL DEVELOPMENT

- Attend courses on the latest Parkinson’s resources and treatments as an ongoing professional development strategy.
- Conduct and follow medical literature searches to stay current on Parkinson’s conditions and options to optimally meet the needs of the community.
- Attend seminars as directed by the CEO on various organizational topics
- Continue to anticipate organization program needs and implement new systems and protocols to ensure smooth operations.

Qualifications and Skills required:

- Self-motivated, highly responsible and able to work independently and as a team player
- Focused on pursuing results, not activities
- Intermediate experience with Microsoft Office products: excel, word, outlook, Power Point
- Experience in a health care environment with community interaction preferred
- Thorough and detail-oriented
- Experience as a staff or volunteer in a health care setting preferred
- Experience supervising staff strongly preferred
- Bachelor level degree required
- Experience with making presentations and public speaking is required
- Excellent oral and written communication skills
- Experience with Parkinson’s or movement disorders is a plus

- Accurate record keeping a must
- Must be able to work evening and weekend hours as needed
- Willing to travel throughout service area with own transportation
- Resourceful and persistent: can locate information both online and via telephone
- Must be capable of developing an infrastructure of service delivery which can be replicated
- Able to delegate appropriately to staff
- Experience with grant making is preferred

Every incidental duty connected with the Program Director position cannot be specified in the job description and the Director, at the discretion of CEO, may be required to perform duties that are not included in this job description.

Submit cover letter of interest with salary expectation and resume to karen@mbigroup.com by November 6, 2020.