



Episcopal Charities
A Commitment to Caring

Job Title: Director of Programs

Location: New York City

www.episcopalcharities-newyork.org

Organization Overview:

Episcopal Charities' mission is transforming the lives of those in need. We provide critical funding and training to parish-affiliated outreach programs, equipping them for work that transforms lives and strengthens communities.

Essential Job Functions: The Director of Programs is responsible for oversight of all grant making and program assistance activities, including:

Grant Management: preparation of the grant application forms, grant proposal review, strategy, oversight and direction of the grant decision-making process, and management of processes for evaluation and accountability of funded programs

Program Development: planning, oversight, and delivery of Sustainability Institute workshops. Collection and management of data related to funded programs. Supervises Associate Director of Programs and Volunteers and volunteers assisting with program service

Program Relationships: responsible for in-depth knowledge of all funded programs, and developing effective working relationships with programs leads and related clergy

Board Responsibility: responsible for staffing committees and developing strong board relationships. Reports regularly to the board on program-related matters

Parish Relations: responsible for developing and enhancing relationships with selected parishes to communicate the work of Episcopal Charities programs' and to encourage parish/parishioner support for Episcopal Charities

Community Liaison: interaction with related diocesan and community agencies to promote Episcopal Charities and initiate collaboration.

Communications: Contribute program-related information to web site, electronic newsletter, and social media in addition to print materials and the development of news articles

Requirements

A minimum of five years program experience in a social service agency, outreach program, or urban ministry

Graduate degree preferred (Master of Divinity)

Excellent organizational skills and attention to detail

Ability to effectively manage time on multiple projects and work well under pressure

Strong oral and written communication and presentation skills

Team player, with the ability to work independently

Proficiency in Microsoft Word, Excel, PowerPoint and Outlook; comfortable with Wordpress, Constant Contact, WizeHive (online application system), Zoom video meetings or equivalent

Ability to attend evening and weekend meetings and events

Valid driver's license to perform program site visits throughout the Diocese

This position reports to the Executive Director of Episcopal Charities. The salary is competitive and total compensation includes an exceptional benefits package.

For further information or to apply, please contact Mary Beth Sasso at mbsasso@diocesenyc.org