

# **Flourish Community Development Corporation Program Director Job Description**

## **Introduction:**

Flourish CDC is a faith based nonprofit that seeks to transform lives through community and individual impact programs and ministries. Our approach is to come alongside people and stakeholders in the community, endeavor to understand their needs and collaborate with them to achieve their desired transformation.

## **General Description:**

The program director is the initiator, leading presence, encourager, and connector for all Flourish CDC programs. They will engage with businesses, nonprofits, civic organizations, individuals and community stakeholders to identify opportunities to assist those in need through our support, encouragement, and life-change programs. Reports to the executive director.

## **Essential Duties and Responsibilities:**

### **Program Management:**

- Establish program objectives consistent with Flourish mission and goals
- Lead and manage implementation of Flourish life-change programs such as Boundaries, Faith & Finance and Jobs for Life.
- Actively participate in programs as an Instructor, Champion, Allie or observer
- Collect and maintain appropriate data on programs and prepare reports as needed for effectiveness evaluations, funding opportunities and informational presentations
- Continually evaluate current programs to determine effectiveness
- Assist with the identification and development of new life-change programs that serve the needs of our outreach communities
- Ensure the quality of all Flourish programs and activities
- Conduct and review participant and volunteer program evaluations after each session

### **Volunteer Management:**

- Serve as recruiter, trainer, and provide encouragement to all Flourish volunteers
- Plan and implement appropriate and timely training opportunities for volunteers
- Actively seek and positively respond to feedback from volunteers

### **Community Development:**

- Assist with Flourish efforts to constructively engage in community outreach such as planning and hosting events, getting to know neighbors through door-to-door visits, conducting surveys and meeting with community leaders

All other Duties as Assigned

## **Preferred Qualifications:**

- Bachelor's degree from an accredited college or university
- Competency with Microsoft Office products e.g. Word, Excell, Teams
- Competency in using Google Docs, Canva, and PowerPoint
- Competency in posting content on social media: Facebook, Instagram and YouTube

## **Core Personal Attributes:**

- Strong belief in the grace of God, the healing and redemptive power of Christ and the everyday guiding and sustaining presence of the Holy Spirit
- Strong interpersonal skills. Ability to effectively communicate verbally and in writing
- Ability to work effectively in collaboration with diverse groups of people
- Self-directed. Ability to multitask, develop appropriate priorities and get things done
- Good listener. Ability to maintain confidential information