

## **Program Director Position Description**

**Position:** Program Director  
**Department:** Programs  
**Reports To:** Executive Director  
**FSLA:** Exempt  
**Status:** Full-Time  
**Date Updated:** 7/2018



### **Position summary:**

The Program Director is responsible for overseeing all aspects of the various programs within the organization including but not limited to: program development, management and fund development. As a main point of contact for the organization, it is imperative that the Program Director maintain a thorough understanding and ability to communicate MMN's programs, goals and mission, environmental protection initiatives, sustainable waste management practices, traditional ecological knowledge and eco-psychology as well as a desire to create positive social change. The Program Director serves as a member of the Executive Leadership Team and carries responsibility for exercising discretion with project development, particularly the scope of work and ensuring the capacity of MMN to adhere to regulatory compliance associated with any project during the planning process.

### **Essential Job Functions:**

#### **Program Development:**

- Identify program objectives in the strategic plan
- Evaluate existing programs to assure alignment with mission and vision of the organization
- Spearhead development efforts of programs and its associated activities
- Strategically recruit and collaborate with project support team including experts, partners, potential investors, funders, etc.
- Identify and develop corporate, community and individual prospects for the organization's project priorities
- Build relationships with community stakeholders to advance the mission and goals of the organization
- Monitor trends in the community/region and adapt strategies as necessary
- Research and apply industry BMP's in regards to new products, tools, technologies, materials, and processes
- Work with other members of MMN's Executive Leadership Team to develop program associated budgets
- Analyze program development process and project budget reports to recommend changes as necessary
- Solve problems: assess problem and/or potential problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problems
- Set priorities, develop schedules, monitor progress toward goals to track details, data, information and activities
- Responsible for the development, implementation and management of a safety program, assure compliance with Federal, State and County rules and regulations

#### **Program Management:**

- Responsible for managing program staff by creating a positive work place environment, providing clear objectives with reasonable timelines, developing and mentoring staff to perform at their best abilities
- Crosstrain in all staff positions to be capable of serving in support of such roles during staff vacancies or short-term absences.
- Maintain and track program objectives in order to meet goals
- Analyze program data and prepare program reports for funders, Executive Director, Board of Directors and as needed
- Responsible for the safety of program staff; assure that safety standards are in place and adhered to by program staff

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**MĀLAMA  
MAUI NUI**

### **Fund Development:**

- Evaluate and assess various program needs
- Research different sources of funding opportunities
- Maintain a positive relationship with on-going funders and funder prospectives
- Develop, prepare, submit and track proposals and reports for all assigned projects in a timely manner
- Prepare grant applications as outlined including clearly and persuasively communicating the organization's mission to potential funders
- Assemble and submit grant requests including letters, proposals, budgets and presentations
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- Prioritize to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals

### **Other:**

- Inspire, educate and empower the local community by acting as an exemplary representative of Malama Maui Nui. This requires maintaining an optimistic attitude and demonstrating positive behavior that reflects the mission and core values of Malama Maui Nui at all times.
- Perform all other duties as assigned by the Executive Director

### **Supervisory Responsibilities:**

This position will supervise assigned program and support staff as well as volunteers.

### **Education:**

Required: A bachelor's degree in Public/Business Administration, Waste Management, Environmental Studies/Sciences, Natural Resource Management, GIS/Data Management and/or other associated fields.

Preferred: Master's or PhD in the aforementioned fields desirable.

### **Experience:**

A minimum of 5+ years of experience with progressive responsibility in program development and/or management in a Waste Management facility, Natural Resource program, or similar organization(s). Previous experience with GIS, Microsoft Office, Smartsheet, environmental protection practices related to sustainability/waste/landfill diversion, and non-profit leadership preferred. Demonstrated experience in project development and grant writing highly desirable.

### **Skills:**

- Ability to develop/manage projects effective and efficiently
- Ability to respectfully and effectively communicate, both verbally and in writing, with staff and members of the general public
- Ability to manage team environment with respect and collaboration
- Ability to understand and implement a written/oral work plan, independently execute work safely and efficiently, document and electronically report completed activities on a daily basis
- Ability to productively use project management tools, Microsoft Office, online applications, GIS/GPS and other related technology
- Ability to problem solve and conduct analysis

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### **Work Environment:**

This is generally an office position in which work is performed in the MMN Puunene office and base yard environments with moderate to little supervision or assistance however, occasional field participation is required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc. This is a full-time position and hours of work and days are typically Tuesday through Saturday 7:00am – 3:30pm. Occasionally, special events will require work outside of this time frame.

### **Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a physically demanding position requiring individuals to:

- Frequently sit, stand, walk, stoop, kneel and crouch
- Regularly sit, use hands and fingers to handle, grip and feel; reach with hands and arms; talk and hear

**Employee Acknowledgement:** I acknowledge that I have read, understand, and agree to abide by and operate according to the aforementioned statements.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_