

Programs Director

Job Description

The Vice Chairman of the Board of Directors is the Programs Director and is responsible for planning and operations of all programs. The Program Manager for each program reports to the Programs Director, who provides overall coordination of all programs to build on synergies and avoid conflicts.

The duties of the Programs Director include:

- Work with the Board of Directors to review all programs and assure that each program is staffed with a Program Coordinator and enough volunteers and funding.
- Work with the Fund Development Director to assure sufficient funds are available to support each program.
- Collaborate with SLBE management to assure that development and operations of the each program are in compliance with NPS regulations and procedures.
- Provide a monthly report to the Executive Committee or Board of Directors

Required Experience

Communication skills
Organizational skills

Required Training

Provided by Friends of Sleeping Bear Dunes
Some classes may be provided by NMC or NorthSky Non-profits

Time Commitment

12 hours per week