

Director of Programs and Community Outreach

Job Description



Reports to: Executive Director

Salary Range: \$58,000-\$60,000

FLSA Status: Exempt/Salary

Date Developed/Updated: December 2023

Our mission: We are dedicated to keeping our older neighbors and friends healthy and safe by providing effective programs and supports to help them stay connected to our communities.

Summary: LifePath is seeking a self-directed, goal-focused individual who will (1) oversee LifePath's Caregiver and Senior Support Programs, which include two Adult Day Programs and three Senior Centers, (2) manage LifePath's Community Outreach Program by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities include the following:

- Supervise the program managers of LifePath's two Social Adult Day Programs and three Senior Centers and ensure they provide relevant and engaging programs to older adults and their families.
- Ensure that LifePath's Adult Day Program, Caregiver Program and Senior Centers meet all state, federal, MLTC and County guidelines.
- Ensure that LifePath has a professional presence/appropriate role at the various events at which the aging providers of the Capital District gather, including but not limited to speaking at various conferences and community programs, participating in tabling events, and serving on relevant community committees.
- Actively participate as a key grant writing team member (Executive Director, Chief of Operations, Director of Special Events and Marketing, and various program managers) to secure grant funding to support LifePath's mission.
- Leads the grant management team and collectively assures that LifePath meets its commitments to its grantors by reports promptly.
- Serve as a senior staff member, working collaboratively to develop and grow LifePath's programs and services and manage LifePath's relationships with funders and partners, as assigned.
- Provide staff support to the Board-Level Strategic Planning Committee, helping the committee formulate and maintain organizational and program-specific quality assurance objectives.
- Actively participate in agency-wide initiatives, fundraising, and public awareness activities.
- Other duties as assigned.

Qualifications:

- BA preferred
- Four plus years related experience overseeing/managing multi-faceted programs and program staff required
- Excellent communication skills (written and oral) required
- Attention to detail and the ability to track program data required
- Grant writing/managing experience desirable