



Job Title: Director of Programs

Reports To: Executive Director

Supervision: 2 Program Directors, each with their own teams

Status: Full-time, Exempt

Organizational Background: Interfaith Partners for the Chesapeake (IPC) inspires and equips people of faith to honor, protect, and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged over 400 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, as well as south-central Pennsylvania. Visit www.InterfaithChesapeake.org to learn more.

Location: This is a remote hybrid position. The Director shall report to our offices in Annapolis, Maryland 1-2 days per week, plus meetings throughout the community as needed to carry out their work. A computer and peripherals will be provided, and can be transferred to the employee's home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

Role and Responsibilities: The Director of Programs will direct IPC's programmatic strategy and implementation to advance IPC's mission through leadership cultivation and congregational engagement. The Director will be responsible for ensuring IPC's programs are aligned with the organization's strategic goals, growing the program portfolio as needed to meet the goals of the organization, growing the funding needed to carry out this work, overseeing implementation of programming, and hiring and managing programmatic staff.

Strategic Alignment of Programs

1. Serve as a thought partner with the Executive Director in setting strategic programmatic direction for the organization
2. In collaboration with the Executive Director, Board, and other team members, delineate time-bound and measurable indicators of success for IPC programs
3. Develop methods for tracking progress on program success and reporting this to the board, staff, partners, funders, and the general public on a regular basis
4. Conceptualize, secure funding for, and implement programs/activities that achieve the vision and goals of the organizational strategic plan
5. Act as staff liaison to the Board's Program Committee in order to ensure programmatic alignment with strategic direction of the organization; liaise with other board committees as needed
6. Assume management of special projects, as assigned

Management of all Programs

1. Evaluate the effectiveness of IPC's programs, and adaptively manage programs as needed to improve efficacy
2. Develop annual budgets and work plans for programs and program staff
3. Secure all grant funding needed to carry out programs, including developing grant proposals; expect this to be 15+ grants/contracts at any time
4. Manage all contracts associated with programmatic work
5. Develop program budgets, internally track budget variances, and handle grant financial reporting
6. Interface with the Board's Finance Committee at monthly meetings to report on status of programmatic finances
7. Track grant deliverables, monitor progress and ensure timely grant reporting
8. Ensure compliance with grant guidelines, including maintaining detailed documentation of grant deliverables and financials
9. Supervise and manage two direct reports, and support them in management of their staff



10. Oversee programmatic financial planning/projections to ensure continuity of programs and to plan for staffing
11. Cultivate strong relationships with organizational partners and potential funders
12. Represent IPC and our programmatic success at conferences and public events

Position Requirements:

- Bachelor's degree with 7-10 years' experience managing projects or programs, preferably in a nonprofit setting
- Skilled in developing, implementing and adaptively managing multi-faceted work plans
- Demonstrated success in strategic alignment of teams to achieve goals
- Experience securing and managing at least 5 grants annually
- Experience cultivating new funders a plus
- Proven track record of single-handedly securing and managing at least one grant of \$500,000 or more, including grant financial reporting
- Basic understanding of nonprofit financials
- Experience developing and administering contracts and amendments
- Tech-savvy with high proficiency in a variety of software programs, including databases (experience with Airtable a plus), CRMs, financial management software (Quickbooks Online a plus), Microsoft Office Suite, Google Workspace, and Adobe Writer
- Experience managing grant reporting, data collection and tracking,
- Previously supervised teams of at least 3 or more employees at a time
- Ability to travel by personal car throughout Maryland and south-central Pennsylvania for meetings and outreach activities
- Reliable home internet for remote work

Ideal Qualifications

- Servant leader able to lead through influence and collaboration
- Highly organized with excellent attention to detail
- Effective technical writing skills and strong communication skills
- Goal-oriented, data-driven, strategic thinker
- Able to perform effectively when facing challenging situations
- Proven ability to manage multiple projects simultaneously with ease
- Comfortable in a fast-paced working environment
- Able to work evenings and extended hours when needed
- Stick-to-itiveness and tenacity to solve problems independently
- Demonstrated skill in mobilizing people and facilitating groups
- Strong passion and motivation to inspire people of faith to respond to the environmental challenges of our time

Compensation: \$70,000 to \$85,000 annual salary, commensurate with experience. Includes paid vacation and holidays, medical, dental and vision benefits, and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

How to Apply: In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions, races, and cultures to apply. Please upload a cover letter, resume and three (3) references, through our [online portal here](#). Applications will not be accepted via email. You can also access this job posting on our website at www.InterfaithChesapeake.org/jobs. Resumes will be collected until the position is filled.